

Maintenance Manager

TAPAWINGO SUPPORT STAFF



JOB DESCRIPTION

The Handyman position is responsible for overseeing the total maintenance and sanitation of camp. This position reports to CAMP-of-the-WOOD's Maintenance Director as well as the Tapawingo Director.

REQUIREMENTS

The following are preferred or required:

- Prior knowledge and experience in maintenance
- Must be basically competent mechanically, electrically, and with plumbing and carpentry
- Able to take initiative to see problems and develop solutions.
- A highly motivated, self-starting individual who is able to learn on the job.
- Must be capable of lifting 50 pounds. Must have manual dexterity for assembling and disassembling camp equipment
- A Christian in agreement with our Statement of Faith

RESPONSIBILITIES

- Responsible for opening and shutdown of camp.
- Complete tasks, prioritize them and sign them off on them in Portfolio (Maintenance Database) when they are finished.
- Communicate with Director of Tapawingo and COTW Maintenance Director as to the maintenance needs of camp.
- Look out for the overall safety of campers in regard to trees, electricity, sanitation etc.
- Complete weekly check-lists pertaining to the maintenance and safety of camp.
- Update maps following any changes in utilities (e.g. electricity, water-lines, etc.) of camp.
- Provide routine maintenance of both grounds and facilities.
- Maintain general cleanliness of camp, camp lawns, buildings, etc., and create and implement any needed programs to do so.

*The Handyman is a direct employee of CAMP-of-the-WOODS. Please apply through the COTW website:
www.cotw.org/staff