

Position Title: Senior Maintenance Person
Reports to: Executive Director
Effective Date: April 2017

Gracefield Christian Camp and Retreat Centre is a charitable organization under the ministry of the Presbyterian Church in Canada and has been in existence since 1962. GCCRC has been providing a variety of summer camps to children, youth and adults for over 50 years. The retreat ministry provides an opportunity for individuals and families to come and experience the beauty and tranquil of the over 250 acres of land with accommodations available in four different lodges and five rustic cabins. We also service a community of tents and trailers including seasonal site holders.

The senior maintenance person is part of the operations team which is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The operations team fulfils the mission through the ministry of hospitality. The maintenance function focuses on providing a safe environment into which all guests, campers and staff may receive a friendly welcome. The senior maintenance person shall reside on the premises in the residence provided by GCCRC and agrees to fulfill the following work activities or when required contract the necessary tradesperson to complete the work as directed by the camp's Executive Director or designate. The senior maintenance person will be required to work weekends with an on-call 24 hour expectation. Time off will be arranged with the Executive Director or designate. In keeping with the managerial nature of this job, there will be no set hours of work. Longer hours are expected in the peak periods. This is a seasonal position from May to September.

Responsibilities

Camp Operation

- Cut grass with ride-on and push mowers including trimming and maintain flower beds
- Ensure requested building are open for a groups upon arrival and if requested help with providing a camp fire in the evening
- Be on call for rental duration including being within a reasonable distance of the property and be accessible to answer any inquires or solve any problems for the group
- Supervise and provide operational volunteers with tasks within their means and that provide value to the camp property
- Ensure campsites are cleaned and firewood provided for rentals
- Ensure garbage and recycle is collected daily and stored appropriately
- Maintain cleanliness of the camp property including buildings
- Maintain the camp road
- Be prepared and have commonly used products in stock
- Manage and ensure maintenance assistant and housekeeper maintain good productivity with adequate supervision
- Ensure the necessary cleaning supplies, toiletries and garbage bags are in stock

- Notice and action any areas in need of repair and when required, request the necessary assistance to complete the repair
- Prioritizes work by importance to safety of guests
- Contact appropriate professionals for repairs that cannot be completed by staff onsite
- Attend daily and weekly staff meetings including bi-weekly senior staff meetings
- Be responsible for awareness and performance of fire, safety, and emergency procedures
- Provide the Executive Director or designate and the chair of the property regular updates with regards to the property maintenance including any immediate concerns especially where safety is an issue
- Arrange, in consultation with the Executive Director or designate, the coverage of his/her functions in his/her absences

Position Requirements

- A committed Christian, with a dedication to Christ and his/her church.
- Pleasant and open personality, ability to relate to guests and campers.
- Higher education or expanded knowledge in one of the following areas: mechanics, engineering, construction, electricity, carpentry or plumbing
- A minimum of 2 years' experience in aspects of maintenance with some supervisory experience
- Have experience with a chain saw and tree falling – safety course preferred
- Gives attention to detail, sets high standards of service, cleanliness and tidiness.
- Stamina and endurance which enables the director to perform long hours of physical work.
- Able to lift 20 kg unaided.

Benefits:

- When traveling on official business and required to use his/her own vehicle, the Senior Maintenance Person shall be reimbursed at the standard mileage rate periodically set by the GCCRC, upon submission of records to justify such payments. Reimbursement of other costs related to travel on official business shall be at the discretion of the Board
- Vacation shall be paid at the rate set by the province of Quebec and paid on each pay period
- Meals will be provided when a camp cook is on staff

Screening Procedure: In accordance with the Leading with Care policy of The Presbyterian Church in Canada, a reference check and a Police Records Check including the vulnerable section will be required.

Support, Supervision and Evaluation: The Senior Maintenance Person is both supported and supervised by the Executive Director or designate. A monthly evaluation will be completed by the Executive Director or designate.