



MAINTENANCE

JOB DESCRIPTION

Summary	Under general supervision, performs skilled and semi-skilled labor in the repair and maintenance of camp facilities in accordance with safety regulations and policies and procedures; maintenance tasks include basic carpentry, mechanical, electrical and plumbing work. A primary function of this and every other job at the Kostopoulos Dream Foundation is to ensure that each member, guest and visitor receives the highest caliber of service.
Supervisor	Director of Operations
Responsibilities	<ol style="list-style-type: none"> 1. Inspects facilities, prioritizes necessary repairs, improvements and preventive maintenance; 2. Follows all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; checks property and grounds for unsafe conditions, and clears hazards; reports safety conditions, security issues and illegal activities; 3. Performs a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement and repair tasks, including carpentry, mechanical, and basic non-licensed electrical and plumbing work; cleans and maintains specialized camp kitchen equipment; 4. Works on assigned projects, and makes appropriate decisions based on work experience and individual skills; notifies supervisors of repair problems beyond the scope of authority; 5. Perform specialized seasonal work including swimming pool maintenance, camp grounds maintenance including: watering, mowing and weeding, cleaning up trash and debris, trims trees and shrubs, loads and hauls materials; 6. Clean buildings including: vacuuming, sweeping, toilets, emptying garbage, keep vehicles clean and maintained; 7. Inspects and maintains assigned equipment and small tools for proper operating condition; completes minor repairs on equipment as needed; 8. Operates vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair; 9. Completes daily work log, incident and accident report, and requisitions for supplies and materials; 10. Removes snow and ice from roads and sidewalks using tractor, shovel and snow blower; performs maintenance and repair on snow and ice removal equipment (seasonal);
Qualifications	<ol style="list-style-type: none"> 1. Experience and skills in handyman tasks including: carpentry, plumbing, electrical, and basic vehicle mechanics; 2. Experience working with power tools and knowledge of their safe operation; 3. Excellent work habits including: punctuality, efficient use of time, prioritizing tasks; 4. Working independently to maintain and repair facilities according to standards; 5. Operating and maintaining vehicles, tools and equipment in a safe and effective manner, including snow and ice removal;

	<ol style="list-style-type: none"> 6. Knowledge of and compliance with safety codes and standards for ground facilities; 7. Excellent working skills including: communication skills, organizational skills and attention to details; 8. Must have a clean criminal background and clean driving record; 9. Experience with people with disabilities in a community or therapeutic setting is preferred.
Physical Requirements	<ol style="list-style-type: none"> 1. Ability to lift and carry heavy objects (up to 100 pounds); 2. Ability to perform moderate physical work; 3. Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms; 4. Ability to work in conditions that will create dirt and dust.
Salary	\$7.50 - \$9.00/hour (based on experience)
Status	Seasonal
Hours	30-40 Hours per week