

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

(Must be submitted to HR before first day of work)



Name:

Position: Maintenance Associate – Summer Seasonal

Reports To: Maintenance Manager

Date Revised: 9/29/20

FLSA Status: Non-Exempt

POSITION SUMMARY

The primary responsibility of the Maintenance Associate is to assist in maintaining the existing facilities of Palomar Christian Conference Center. The maintenance staff may be asked to help in other areas of the camp maintenance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Groundskeeping and landscaping including but not limited to; mowing lawns and weed whacking.
- Ensure that all interior/exterior of all facilities are painted as needed.
- Ensure that all facilities are properly maintained, including repairs and/or replacement of any damaged or broken fixtures, etc.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace.
- Must take part in the fire evacuation plan for the specific area assigned.
- Overlap into other areas of camp may occur as directed by the supervisor.

* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the employee's immediate supervisor.

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Possesses excellent verbal and written communication skills.
- Possesses interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Possesses excellent customer service skills and presents a professional appearance and demeanor.
- Possesses strong attention to detail and organization while managing multiple priorities.
- Able to accept detailed instructions and proceed in a professional and expedient manner.
- Able to work with volunteers and/or other PCCC staff.
- Able to lift a minimum of 50 pounds.
- Able to spend extended periods standing, sitting, walking.
- Must be able to lift over the head and bend over.
- Must be able to perform repetitive tasks with hands. Must be able to grip tools.
- Able to work in inclement weather conditions such as rain, snow, heat, wind, etc.
- Experience working with garden tools, and/or landscaping equipment.

TYPICAL WORK SCHEDULE

- 8 hours per day, 40 hours per week

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: _____

Sign: _____

Date: _____