



Lake Francis Resort and Camp Rockin' U

Job Description

Job Title: Maintenance
Incumbent:
Classification: Seasonal
Reports to: Maintenance Lead

Position Purpose:

Our maintenance staff is over the general maintenance and repair of the resort's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures.

Essential Job Functions:

1. Maintain resort grounds and equipment
 - a. Operate necessary grounds equipment such as mowers, tractors, chain saws, etc., in a safe and efficient manner.
 - b. Assist in the repair of buildings and facilities.
 - c. Make minor repairs as needed to facilities, equipment, etc.
 - d. Be aware and make necessary changes to hazards found on resort grounds.
2. Perform general maintenance duties
 - a. Install and repair window screens as needed
 - b. Repair bunk beds, holes in walls, doors, door knobs, steps, water leaks, clogs, etc.
 - c. Painting, staining, and general finishing and refinishing of facilities
3. Dispose of trash and waste at appropriate trash and refuse sites
 - a. Manage recycling
4. Assist Maintenance Lead in managing maintenance spaces and equipment
 - a. Managing maintenance inventory
 - b. Maintaining cleanliness and organization of maintenance spaces
 - c. End-of-Season Inventory
 - d. Storing equipment safely
5. Understanding various maintenance systems utilized on resort property
 - a. Well pumps, sprinkler systems, electrical, plumbing, hvac etc.
6. Knowledge and utilization of regulatory compliance guidelines including Dobbins, Yuba County, California, and federal guidelines
7. Perform all other duties and tasks as assigned

Other Job Duties:

- Maintain carts for staff and personal use
- Attend applicable staff meetings and applicable trainings
- Maintain clear and positive written and verbal communication with all resort staff
- Uphold a high standard of customer service
- Ongoing problem solving
- Assist with onsite emergencies

Relationships:

Creating and maintaining positive relationships with Resort Directors, Resort Staff and Guests

Equipment Used:

- Golf carts
- Mowers
- Power tools
- Hand tools
- Saws
- Paints
- Solvents
- Fuels
- Tractors
- Groundskeeping tools (sheers, weed eaters, leaf blowers etc)
- Carpentry tools (saws, drills, etc)
- Metal working tools (wire cutters, etc)

Qualifications:

- A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business.
- Valid and current driving license.
- Must be able to pass a background check
- Current certification in first aid and CPR is desirable.

Knowledge, Skills, and Abilities:

- Ability to work on a team, relate and work well with others.
- Ability to accept guidance, direction, supervision and feedback
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures
- Ability to walk, stand, bend, stretch, stoop,
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- Visual and auditory ability to identify and respond to environmental and other hazards related to the resort operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist in an emergency (fire, evacuation, illness or injury).
- Ability to dig holes, trenches, with and without use of power equipment
- Ability and willingness to work in an outdoor setting and outdoor environment including heat, cold and other elements
- Ability to work within timelines
- Willing to work irregular hours and weekends