HEAD OF MAINTENANCE

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Site Development & Facilities Manager
Period: Mid-June for Staff training through end of Summer Camp Weeks (exact dates set in contract)
Honorarium: $300 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The 'Head of Maintenance' is focused on the successful support of all site property and maintenance, the cleanliness of camp, the thorough sanitization, and the investment into special projects alongside the leadership of the Site Development & Facilities Manager. They will report to the Site Development & Facilities Manager. This is a seasonal summer camp contract position.

Qualifications:

- Be a committed Christian living by Christian values and active in a church.
- Be a minimum of 20 years of age.
- Have proven leadership ability.
- Have working knowledge of carpentry, electrical, plumbing, landscaping, mechanical equipment, safe and proper use of power and hand tools, standards of cleaning, disinfecting and general maintenance.
- Display initiative - seeing what needs to be done and arranging for it to be done.
- Solid knowledge of workplace safety and the legislation around this area.
- Have good working knowledge of fall protection and WHMIS legislation.
- Supply personal safety equipment including steel toed safety footwear.
- Possession of a valid driver's license is an asset.
- Have basic knowledge of the environment and environmental concerns related to the camp.
- Training at working at heights
- Valid first aid and CPR an asset.

NOTE: This position requires regular heavy lifting.

Responsibilities:

- Attend and participate in Staff Orientation Weekend, Sr. Staff Training and the all staff training sessions.
- Attend workshops, seminars and training pertaining to your position and as requested.
- Gather information and resources that will assist in the completion of your duties.
- Work with the Site Development & Facilities Manager to:
    - plan and execute property projects for the summer.
    - Prepare a daily, weekly, and seasonal cleaning / housekeeping schedule.
    - Track the completion of the tasks and quality of the work assigned to be done by maintenance staff.
    - Maintain accurate records of water usage and chlorine levels.
    - Maintain daily records of health and safety matters.
    - Ensure extra measures of cleaning/sanitizing is happening.
    - Assist in maintaining the property.
- Ensure water jugs and hand sanitizers are regularly refilled.
- Ensure grass is cut, brush and trees are pruned; ensure walkways, driveways and parking lots are free from litter and in good repair.
- Ensure flower beds are maintained as required; ensure program areas are safe and free from debris and litter.
- Assist in maintaining the buildings by:
    - Thoroughly cleaning and sanitizing all bathrooms as required – a minimum of twice daily.
    - Thoroughly clean main lodge buildings - a minimum of once daily
    - Thoroughly clean Mondamin & Kwasind Centre meeting areas
- Make necessary repairs to all facilities in an expedient manner.
- Inspect fire extinguishers, smoke detectors, and exit and emergency lighting during the summer. Flagging needed repairs/replacements with the Site Development & Facilities Manager.
- Inspect buildings on a regular basis for vandalism and report to Site Development & Facilities Manager.
- Maintain all tools, equipment, pumps, power generators etc. in good condition and service as required to maintain them in good working order.
- Direct the staff (both paid and volunteer) assigned to the maintenance area and oversee the scheduled housekeeping and maintenance duties to be completed efficiently and with superior workmanship.
- Schedule maintenance assistants' regular breaks and coordinated days off based on the needs of the camp program and workload.
- Work with Site Development and Facilities Manager to prepare a written overview of the maintenance area for the Director of Operations at mid-simmer, and at the end of the camping season with progress reports, recommendations, and suggestions.
- Adhere to the rules and regulations of camp.
- Attend all staff meetings and bible study groups as requested.
- Serve as a 'Cabin Buddy' where you will assist in spiritual conversations, prayers for campers and being a model of Christian living to those campers in that cabin.
- Work with the Camp director in the non-summer months to provide energy and leadership in at least one of the following areas: Online Oasis, in person Oasis, Staff Christmas Party, Spring and Fall work parties, Camp in April, Winter staff retreat weekend. Sign up during training week.
- Doing "Rounds" 1-2 times a week 10:30pm-12am. Make sure the camp is safe and quiet, as well as ensure the lights/equipment are off, at night.

- Other duties as assigned by the Site Development and Facilities Manager.

Your Support

- The Site Development and Facilities Manager – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.