



Lake Francis Resort and Camp Rockin' U

Job Description

Job Title: Maintenance Lead
Incumbent:
Classification:
Reports to: Resort Directors

Position Purpose:

Maintain and repair the resorts buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of Lake Francis Resort and Camp Rockin' U

Essential Job Functions:

1. Maintain resort grounds and equipment
 - a. Operate necessary grounds care equipment such as mowers, tractors, chain saws, etc., in a safe and efficient manner
 - b. Be aware and make necessary changes to hazards found on resort grounds
 - c. Report immediate hazards to the Resort Directors
2. Repairing of and general maintenance to buildings and facilities.
 - a. Make minor repairs as needed
 - b. Plan for and assist in outsourcing for major repairs
3. Perform general maintenance duties
 - a. Installing, uninstalling, and general maintenance of window screens
 - b. Repairing bunk beds, holes in walls, doors, door knobs, steps, water leaks, clogs, blinds, curtains etc
 - c. Ongoing finishing work including painting, carpentry, sheet rocking, etc.
4. Disposing of trash and waste at appropriate sites
 - a. Managing recycling
5. Assessment and planning of maintenance projects
 - a. Managing maintenance inventory
 - b. Maintaining cleanliness and organization of maintenance spaces
 - c. Understanding the various maintenance systems that are used-well pumps, sprinkler systems, electrical, plumbing, hvac etc.
 - d. Assist in conducting annual inventory
 - e. Storing equipment for safety
 - f. Follow a schedule for checking physical site and equipment for safety, cleanliness and good repair.

6. Must perform all duties in accordance with prescribed regulatory compliance guidelines, including Yuba County, the state of California, and federal guidelines

Other Job Duties:

- Maintaining carts for staff and personal use
- Attending applicable staff meetings and trainings
- Assisting in purchasing equipment and supplies
- Assisting in training maintenance staff(s)
- Maintaining clear and positive written and verbal communication with all resort staff
- Ongoing positive customer service
- Problem solving
- Assisting with emergencies
- All other duties and tasks as assigned

Relationships:

- Creating and maintaining positive relationships with resort directors, resort staff and guests
- Maintain positive open communication with vendors, suppliers, and county officials and inspectors

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 pass a Background check
- Current certification in first aid and CPR is desirable.

Knowledge, Skills, and Abilities:

- Ability to work on a team, relate to and work well with others.
- Must be a self starter and organizer.
- 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, both visual and auditory, to identify safety hazards and monitor staff and enforce appropriate safety regulations and emergency 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

- 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 in harsh weather conditions
- Ability to work within timelines
- Willing to work irregular hours and weekends