

Calvin Crest Conferences

Job Description – Maintenance Associate

Updated 2/16/2017

Direct Report To:

Director of Buildings and Grounds

Status:

Full Time Non Exempt

Purpose:

To help the Director of Buildings and Grounds maintain, develop, and repair the facilities, grounds, roads, vehicles and equipment so that they are clean, safe, and working properly. A Maintenance Manager will provide the highest level of comfort, safety and aesthetics for all guests and staff. Help insure that all CA OSHA, Injury & Illness Prevention Program and other safety and emergency procedures are followed and up to date. To participate in the spiritual life of Calvin Crest Conferences.

Responsibilities:

- Follow Director of Buildings and Ground plans for upkeep of the grounds.
- Coordinate with other members of operations to prioritize tasks
- Record, track, and prioritize automobile and equipment repair
- Troubleshoot plumbing, electrical, and HVAC problems, report findings to Director of Buildings and Grounds
- Lead volunteer groups when scheduled
- Monitor the wells

Qualifications:

- High School degree or equivalent; other trade or professional training
- Previous experience or familiarity with Calvin Crest preferred.
- Experienced and able to use a computer and the following: Google Docs, Google Sheets, and Google Presentations
- Able to be on ones feet for a maximum of 8 hours a day
- Able to lift objects weighing up to fifty pounds
- Able to drive a variety of vehicles
- Ability to work without direct, constant supervision, maintaining accountability.
- Creative, proactive problem solving abilities; displays positive attitude
- Previous experience or aptitude in general maintenance, grounds keeping, facility maintenance (electrical, plumbing, carpentry), vehicle and small engine maintenance and repair, construction preferred
- Ability to communicate effectively, verbally, in writing, one on one, or in a group setting.
- Desire to continue to grow and accept more organizational responsibility.
- Able to prioritize tasks appropriately with input and direction from the Guest Services Director
- Personal initiative, self-starter, able to work independently, and work well with a group
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility

Expectations:

- Have knowledge of the organization, its purposes and its policies
- Attend all staff meetings, participate in community events, weekly Bible studies, and be active as a volunteer in Oakhurst and the surrounding area
- Act as an ambassador for Calvin Crest
- Has a clear and evident Christian faith
- Act with professionalism, stewardship, responsibility, and accountability
- Maintain and nurture healthy guest, co-worker and supervisor relationships.

- Able to accept constructive criticism
- Respect and adhere to principles of confidentiality in all Calvin Crest matters, including those involving customers, donors, and organizational affairs.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

Nondiscrimination:

Please refer to the Employee Manual on our statement about Calvin Crest Conferences as an Equal Opportunity Employer.

Work Hours:

Normal working hours are 8:00am-5:00pm weekdays (including a 60 minute unpaid meal period), evenings and weekends as scheduled or needed with exchange time off for time worked during holidays.

Evaluation:

The Director of Buildings and Grounds will prepare an annual review. The review will be based on achievement of goals and objectives previously agreed upon, and subjective evaluation regarding overall performance. Changes to compensation and benefit package will be based upon this review and other economic factors, and approved by the Executive Director.

Furlough:

In the event that Calvin Crest's financial circumstances make it necessary, you may be required to take unpaid leave (furlough days) for one or more days.

Pay and Benefits:

Please refer to the employee manual for pay and the benefits of working at Calvin Crest.