

# **GIRL SCOUTS OF NORTH-CENTRAL ALABAMA**

## **POSITION DESCRIPTION**

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**Position Title:** Maintenance & Program Support Specialist

**Reports To:** Director of Maintenance

**Classification:** Full-time or Part-time

**Salary Range:** \$14.83 to \$18.95 per hour

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### **POSITION SUMMARY:**

The Maintenance & Program Support Specialist works as part of the Program and Property Team to provide routine maintenance and program support for multiple properties, onsite program activities, and council/community partner events at other locations. Ensures properties are maintained in a safe, clean, and sanitary condition and ready for use. Assists in the delivery and set up of program equipment for events. This is a travelling position with varying work location. Assignments vary widely, including nights, weekends, and on-call.

### **MAJOR ACCOUNTABILITIES:**

1. Facilitates the use of assigned camp properties by member and non-member groups and for council sponsored events/activities.
2. Prepares the site, facilities, and program activity areas for use.
3. Schedules, coordinates, prioritizes and performs routine, scheduled, and emergency maintenance tasks to ensure that properties are well maintained, safe, and ready for use. Schedules maintenance projects and services in coordination with event/reservation calendar.
4. Provides input to budgets for assigned camp properties.
5. Implements maintenance plans for assigned camp properties. Manages maintenance projects within approved budget.
6. Serves as the program and risk management authority for on-site specialized program activities and facilities (canoeing, kayaking, sailing and other boating activities, power boating, tubing, swimming pools, ropes course, target sports, horseback riding, sports, games, etc.) at all locations.
  - a Develops a record keeping system including written inspection procedures and forms.
  - b Ensures that program facilities at council-owned properties are inspected, evaluated, properly maintained, and repaired when necessary.
  - c Ensures that program equipment is inventoried, stored properly, inspected, evaluated, adequately maintained, repaired when necessary and moved/relocated based on anticipated needs.
  - d Inspects and evaluates program activity equipment/supplies.
  - e When necessary, researches and compares equipment and supplies and recommends purchase of new/replacement equipment.
  - f Schedules annual ropes course inspections to be performed by ACCT professional vendor member and is present onsite for inspection of course and equipment.
  - g Routinely inspects and evaluates program facilities at all locations. Submits records of inspections and recommendations for repair.
  - h Schedules, develops and leads regular training courses designed to document/verify instructor qualification.
  - i Maintains records, certifications, skills verification, and evaluations of instructors utilized by the council in these program activities.
  - j Manages and maintains swimming pool facilities at assigned properties including cleaning, vacuuming, testing and record keeping.
  - k Trains seasonal camp staff to undertake care of the pool(s) during summer camp operations.
7. Prepares the camp facilities for Alabama Department of Public Health inspections including swimming pools, kitchens, and camp inspections. Schedules the visits and is on site for the ADPH

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- visitor. Submits score forms. Reviews and prioritizes violations. Develops and suggests plans to address violations.
8. Provides program support as needed for activities/events taking place at assigned camp properties, at other council owned properties, and/or at other locations.
  9. Coordinates and supervises 'maintenance under contract' and outside trade professionals for delivery of services and/or estimates/bids as directed by Property Manager.
  10. Purchases maintenance supplies and equipment within approved budget as authorized by Property Manager. Maintains purchase and warranty records for equipment at assigned camp properties.
  11. Maintains inventory of housekeeping and maintenance supplies.
  12. Responsible for onsite management and supervision of contract, seasonal, as-needed, and volunteer program staff during the school year.
  13. Responsible for occasional, as-needed repairs at the Service Centers.
  14. Works with volunteer camp committees to promote and prepare for scheduled work days at assigned properties. Purchases supplies, obtains necessary tools and equipment, and organizes projects.
  15. Stays abreast of GSUSA, Health Department, American Camping Association (ACA), Association of Challenge Course Technology, and other industry trends, changes, and requirements related to assigned properties. Ensures assigned properties and facilities are compliant with agency standards.
  16. Performs regular inspections of buildings, grounds, and program areas to ensure that health, safety, and risk management concerns are remedied.
  17. Complete a comprehensive risk assessment for all specialized outdoor program activities. Utilizing the risk assessments, develop written Risk Reduction plans for all specialized outdoor program activities. These plans should include regular review and evaluation of program facilities, equipment, operating procedures, training requirements, emergency procedures, and Emergency Action Plans.
  18. Review/revise Crisis Response Plan and Emergency Action Plans for on-site operations and program activities.
  19. Provides services that are high quality, safe, customer-service oriented, effective, and responsive to the needs of those using the assigned camp properties.
  20. Provides regular progress updates and monthly reports in a complete and timely fashion. Provides other reports as requested.
  21. Carries out other duties as assigned.

### **QUALIFICATIONS**

Minimum of five years' successful experience in camp program, facilities management, grounds maintenance, and/or customer service is required. Equivalent combination of training and experience may substitute for required experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Able to work effectively as a high performing member of the Program and Property team. Excellent interpersonal skills required. Able to provide high quality customer service and work effectively with volunteers.
2. Current American Red Cross First Aid/CPR certification required.
3. State of Alabama Boat operator license required.
4. Able to pull and back a trailer and load/unload a pontoon boat, jetski, equipment trailer.
5. Able to drive and safely operate a tractor; connect and disconnect attachments, use loader, bushhog, auger and forks.
6. Current certification as an activity instructor (archery instructor, ropes course facilitator, canoe instructor, sailing instructor, lifeguard, or riflery instructor.) Multiple certifications and/or ability to train and certify others preferred.
7. Alabama Department of Public Health Certified Pool Operator, Serve Safe Food Handler, and Food Protection Manager certification desirable.
8. Grounds maintenance, housekeeping, janitorial, carpentry, painting, pool maintenance, basic electrical, and plumbing skills required.

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9. Effective planner; able to forecast future needs and schedule projects in coordination with event calendar.
10. Skilled in the safe use of power tools and equipment including chainsaws, splitter, backpack blower, tractor and attachments, zero turn mower, weed eater, circular saw, jigsaw, miter saw, paint sprayer, drill, etc.
11. Ability to safely operate rental equipment, such as backhoe, excavator, trencher, auger, skid steer and bobcat is desirable. CDL preferred.
12. Skilled in the safe use of hand tools, measuring devices, and housekeeping tools.
13. Ability to express ideas effectively, both orally and in writing. Ability to understand and carry out written and oral instructions.
14. Able to meet deadlines; work effectively under pressure; and maintain confidentiality. Understanding of budget management.
15. Self-motivated team player with strong leadership abilities. Must be able to work independently and as part of a team.
16. Basic computer/copier knowledge (email, word processing, spreadsheet, internet)

### **REQUIREMENTS**

1. Maintenance Manager must live within proximity of Camp Trico, Camp Coleman, and Camp Cottaquilla such that s/he is able to respond to maintenance emergencies occurring on the properties within a reasonable time.
2. Must have valid driver's license and meet requirements to be listed as covered driver under GSNCA vehicle driving policy.
3. The use of personal protective equipment is mandatory. The use of safety systems when operating machinery/equipment is mandatory. When lifting and/or carrying heavy items, the use of a back support is mandatory.

### **PHYSICAL REQUIREMENTS:**

Requires the mobility and stamina to operate equipment and perform strenuous maintenance tasks. Must be able to move about and to remain in a stationary position for extended periods of time. Must be able to lift and move various sized objects, including, occasionally, objects weighing more than 50 pounds. Requires the ability to work outdoors in all weather conditions.

*The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scouts of North-Central Alabama are employees "at-will". I have read and understand the responsibilities and requirements of this position.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_