

Job Descriptions

HEAD MAINTENANCE

Immediate Supervisor: Camp Manager

Officer Supervisor: Camp Director



1. Supervise and assign maintenance crew to duties.
2. Make sure maintenance crew reports to duty on time.
3. Ensure that all duties given are followed thru by the maintenance crew.
4. Keep maintenance crew on task.
5. Report to Camp Manager any problems with the maintenance crew.
6. Collect trash from all camp facilities.
7. Assign maintenance to set up and clean up juice breaks.
8. Assist with setting up for all programs as needed.
9. Assist with minor repairs as directed by Camp Manager.
10. Clean up and reset after evening programs. Dismiss staff from this event.
11. Set up and clean program & class areas.
12. Keep Polaris and trailer clean. Clean out trailer daily.
13. Assist with camper luggage on opening and closing days.
14. Assist staff who are moving quarters as needed.
15. Keep personal living quarters neat, clean and ready for inspection.
16. Be available to participate and assist with camp programs and activities as directed by your immediate supervisor and the Camp Director.

