

JOB DESCRIPTION

Job Title: **Maintenance Staff**

Hourly wage range: **E**

Status: Non-exempt

Reports to: Outside Operations Manager

Primary Job Function:

Maintain water, sewer, pool and other mechanical systems functioning and in good condition.

Job Requirements:

Minimum Age required: Must be at least age 18.

A valid Michigan driver's License

Essential Duties:

1. Perform work identified on daily job sheets.
2. Provide consistent, preventive care and maintenance that ensures reliable functioning of water, sewer, dump station, pool and other mechanical systems.
3. Fix water breaks, repair sewer lines, and other systems as needed.
4. Maintain pool, restrooms and other buildings in good working condition.
5. Utilize timely maintenance on park vehicles, pumpers and other machines to keep in good running order.
6. Notify the Outside Operations Manager immediately of any incidences or circumstances that could potentially harm someone or the campground.

Other Duties:

1. Assist in maintaining an inventory of parts that are needed most often for regular, anticipated repairs.
2. Inform the Outside Operations Manager of malfunctioning equipment or vehicles.
3. Inform the Outside Operations Manager of any need for additional assistance, parts, tools, equipment or other items required to complete the job.
4. Stock supplies and maintain tools in orderly manner in a secure area.
5. Drive to store for required materials, tools and/or supplies as needed.
6. Check oil levels and tire pressure of equipment prior to use and change oil and filters as recommended by the equipment manufacture for each piece of machinery.
7. Install new water fixtures in restrooms as needed to prevent leaks.
8. Repair broken water outlets at campsites.
9. Clean and Change dump station filters. Operate the honey wagon weekly, or as requested by the Outside Operations Manager to pump sewers.
10. Check septic tank levels, sewage lines and dump station to prevent possible backups or overflows and clean out when necessary.
11. Maintain salt at appropriate levels in restroom water softeners to prevent rust build up.
12. Follow maintenance schedule to verify that water well pumps are functioning as needed and water pressure is at optimum operating level.
13. Attend training and develop relevant knowledge and skills as requested by management.
14. Assist in composing and maintaining training and operation manuals, policies and procedures, and keep current.

Job Skills Needed:

COMMUNICATION SKILLS - This individual must be able to read and speak English and able to explain mechanical issues and needs of the campground. They must have the ability to read equipment manuals, find parts on the internet or by other available means. They must have good listening skills to understand and exceed guests' expectations.

MATHMATICAL SKILLS The Maintenance Staff will need to know basic arithmetic computations and measurement skills may be needed as well as the ability to read gauges and determine optimal levels or pressure.

MACHINE SKILLS: Must have the ability to work with and repair machines. A working knowledge of how engines and mechanical systems work is imperative. A high level of understanding of a variety of equipment, their operation and repair is required.

INDEPENDENT JUDGEMENT: Individuals will need to exercise independent judgment from time-to-time. The Maintenance staff must notify their manager before ordering equipment, parts or repair.

CRITICAL THINKING SKILLS: Individuals must be competent in analyzing a situation quickly and able to address mechanical issues as they arise, sometimes in a fast paced environment where loss of water, sewer or pool service would be detrimental to the business. The Maintenance staff must keep safety first, and respond in a manner that creates the best possible outcome for all concerned parties.

PROFESSIONALISM: Individuals need a working knowledge of appropriate etiquette, politeness and professional demeanor when dealing with campers and the public. Be discreet and retain information about park business and our guests as confidential. Disclosure is to only those employees or specific individuals with a legitimate need to know.

KNOWLEDGE: Individuals need to know state, federal and other agency regulations regarding the handling of hazardous materials and need to be knowledgeable in OSHA, DEQ and other regulations which impact the safe and legal operation of the campground.

Education Requirements: Individuals must have graduated from high school or obtained a GED or a documented educational equivalent. Individuals should have at least two years training in mechanical systems and/or engines or equivalent on the job experience.

Physical Requirements:

Driving- The Maintenance staff are required to drive a truck stocked with related tools. They must be able to operate a tractor and a backhoe.

Operating Heavy Equipment- Various equipment such as: beach cleaner, tractors to pull the honey wagon and other equipment is required.

Standing- The job requires standing on hard surfaces in order to maintain various mechanical systems.

Sitting- The job allows sitting during the Maintenance staff's shift while driving a truck, tractor or other equipment.

Stooping or bending- The job often requires stooping or bending to fix various mechanical systems. Shoveling and raking may be required to set drainage systems or reseeding.

Walking- must go from the truck or tractor into various buildings or stations to observe mechanical operations which requires substantial amount of walking.

Climbing- Climbing is required for this position; such as climbing on and off tractor and other equipment and a need to climb over or under other equipment to perform maintenance or repair.

Lifting- Will be required to lift up to 80 pound bags of salt and on occasion lift boxes or move equipment over 50 pounds but less than 100 pounds. In an emergency a fire extinguisher may be required to be operated that weighs less than 10 pounds.

Digging- Use of a hand shovel will be required for a variety of maintenance and installation work.

Hazardous Materials- May work in direct contact with water, waste, sewage, gas, oil and other chemical substances in the course of performing this job.