



## MINISTRY DESCRIPTION

**POSITION:** Maintenance Assistant

**RESPONSIBLE TO:** Maintenance Manager

### GENERAL QUALIFICATIONS:

- A born again, committed Christian who has a genuine love for the Lord and demonstrates a consistent walk with him.
- Supports and champions Rock Mountain Bible Camp and Arrowhead Ministries' philosophy of ministry in word and practice.
- Seeks to actively support other entities within Arrowhead Ministries in word and practice.
- A member in good standing of, or pursuing membership in, a local church that is in agreement with the RMBC statement of faith.
- Committed to biblical discipleship.
- Demonstrates a servant attitude (*puts the needs of others above self*).
- Strong desire to work in vocational ministry; views role as a ministry rather than a job.
- Possesses good communication skills and relates well to others.
- Inspire employees by personal example to set and attain goals and pursue excellence in their work.

### JOB RELATED QUALIFICATIONS:

- High-School diploma, or equivalent.
- Strong desire for excellence and to learn.
- Has grounds-keeping, vehicle, and/or building maintenance experience.
- Can safely operate equipment including: lawnmowers, weedwackers, tractors, chainsaws, power tools, power-washers, wood-splitters, etc.
- Understands the impact that the care and improvement of ministry assets and facilities has on our guests and campers.
- Has seasonal camp leadership and discipleship experience.
- Proficient with computers.
- Licensed to operate motor vehicles.
- Ability to prioritize multiple tasks within given guidelines and follow-through to completion.
- Ability to perform physical maintenance tasks (i.e. lift/carry/move 50 lbs.).
- Ability to manage their time well, takes initiative for needed tasks.
- Ability to adapt to changing work conditions.
- Ability to be flexible; perform needed tasks outside area of direct responsibility.

### GENERAL RESPONSIBILITIES:

- Actively participate with other full-time, year-round staff in the discipleship, supervision and community-life development of seasonal staff.
- Assist with supervision of seasonal staff assigned to maintenance.
- Assist with general maintenance and care of shop areas.
- Assist with general up-keep and improvement of the grounds, buildings and equipment.
- Help with serving our guest groups when needed (*i.e. kitchen service and cleanup of camp*).
- Function as a member of the year-round team at Rock Mountain Bible Camp.
- Attend regular trainings and professional development conferences.
- Assist in other areas of camp ministry as needs arise & schedule permits.

## **SPECIFIC RESPONSIBILITIES:**

### **Maintenance Shops**

- Assist with organization of shops and surrounding areas; keeping them clean, orderly, and efficient.
- Assist with the organization and keeping of maintenance records including the inventory and restocking of parts and supplies.

### **Grounds**

- Assist with the upkeep of roads and erosion control on camp property.
- Assist with landscaping, mowing and trimming.
- Assist with snow removal on roads, parking lots, walkways, and decks.
- Assist with seasonal opening and closing of the family campground.
- Assist with maintaining camp firewood supply.

### **Systems** (heating, water, sewer, electrical, refrigeration, IT and phone)

- Assist with proper maintenance and repair of systems.
- Assist with supplying emergency backups during power outages.
- Assist in the creation and use of check lists for routine and seasonal maintenance procedures.

### **General Maintenance**

- Assist with upkeep and improvement of exterior and interior of buildings.
- Assist Maintenance Manager with outdoor boiler operations during the heating season.
- Assist Maintenance Manager with shut-down of buildings camp/retreats/events.
- Assist with monthly inspections of buildings, vehicles, and equipment.

### **Pool Maintenance**

- Assist with seasonal opening and closing of swimming pool.
- Assist with daily testing of pool water and needed chemical adjustments.
- Assist in with pool cleaning & daily maintenance.

### **Vehicles/Equipment/Tools**

- Assist with maintenance on all camp vehicles; both on and off road.
- Assist with maintenance of lawn mowers and lawn care equipment
- Assist with organization, storage and maintenance of tools

### **Other Opportunities:**

- Participate as a member of the year-round staff team in facility cleaning & preparation for RMBC ministry events.
- Assist with seasonal staff training & oversight.
- Assist with new staff recruiting in sphere of influence.