



Maintenance Staff

Classification: Hourly, non-exempt

Reports to: Director of Maintenance and Plant Operations

Basic Function: Assist the Maintenance and Plant Operations Director in the general maintenance and upkeep of Hartford's Camp Courant buildings, grounds and equipment.

Responsibilities

- Assist in the seasonal opening of and closing of all Camp facilities, including repairs, cleaning and inventories;
- Maintain inventory of all necessary supplies;
- In collaboration with the Maintenance and Plant Operations Manager and Comptroller, order supplies as needed and provide receipts within one week of purchase;
- Assist in the training of all seasonal staff on Camp equipment safety regulations as well as the proper use of Camp's equipment;
- Help maintain a clean and safe Camp facility by maintaining grounds daily to reduce risk or injury of staff, campers and visitors;
- Move materials and supplies to appropriate areas, as needed;
- In collaboration with the Maintenance and Plant Operations Director, ensure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff and arrange for broken and unsafe equipment and facilities to be repaired;
- In collaboration with the Maintenance and Plant Operations Manager, complete daily assessment of all Camp equipment and supplies, check for needed repairs and provide recommendations to Camp Director;
- Attend any additional staff trainings and meetings as necessary;
- Perform a variety of additional duties as deemed necessary to achieve the goals of Hartford's Camp Courant.

Equivalent Education Level

- High school diploma or equivalent required.

Specific Skills Required

- Ability to work outdoors for an extended period of time;
- Outstanding planning and organizational skills;
- Proven success in overseeing facility maintenance;
- Demonstrated ability to train groups and individuals;
- Excellent interpersonal communication;
- Strong written and verbal communication skills and ability to communicate effectively with persons of diverse backgrounds;
- Unwavering commitment to children.