



# HOLMES CAMP & RETREAT CENTER

## TITLE

Grounds & Facilities Maintenance – Seasonal

## TO APPLY

Email a resume to [jobs@holmescamp.org](mailto:jobs@holmescamp.org)

## SUMMARY

This position is responsible for performing basic maintenance-related duties at Holmes Camp & Retreat Center. It requires the ability to perform a variety of maintenance, repair, and custodial tasks on buildings and grounds of the Center. This is a seasonal position starting as soon as possible and ending between Aug 31<sup>st</sup> and Oct 15<sup>th</sup>, to be determined at hire. Continued part-time work *may* be available through the off-season. The schedule for this position is flexible, and the Center is willing to consider applicants for full- or part-time employment. The salary for this position is \$18-21/hr depending on experience.

Email [jobs@holmescamp.org](mailto:jobs@holmescamp.org) or call 845-878-6384 for more information.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform various landscaping duties including but not limited to mowing or trimming grass, pulling weeds, pruning, raking, dirt work, improving drainages, installing signs, etc.
- Paint and stain railings, picnic tables, and the interior and exterior of buildings.
- Gather, cut, split, stack, and transport firewood.
- Perform custodial duties including sweeping, mopping, scrubbing and stocking seasonal restrooms and shower facilities, cleaning fire rings, litter pick-up, and general upkeep of seasonal facilities.
- Assist with special event set-up, tear-down, and facilities needs during events.
- Assist with simple repairs, including but not limited to plumbing, carpentry, etc.
- Assist in maintaining equipment including but not limited to mowers, line trimmers, and chainsaws.
- Perform all duties in a safe and professional manner in accordance with the law and center policies; carry and wear eye protection and ear protection as needed.

## OTHER DUTIES

- Communicate any and all safety concerns directly to supervisor.
- Complete training as needed.
- Perform other duties as deemed necessary or assigned.

## KNOWLEDGE, SKILLS & ABILITIES

- Ability to be trained and use maintenance equipment and tools properly and safely.

- Establish successful working relationships with co-workers, volunteers, and the public and use good professional judgment, honesty, and integrity in decision making.
- Employee must be able to interact with guests and coworkers in a professional manner.
- Follow procedures to use and/or dilute chemical cleaners safely and properly to prevent damage to floors and fixtures.
- Work cooperatively with other maintenance staff members and volunteers and follow all directions and assignments as received.

### **MINIMUM QUALIFICATIONS**

- Willingness to follow directions and perform general landscaping, maintenance, and cleaning duties.
- Experience with one or more of the following preferred, but not required: operating commercial landscaping equipment, basic carpentry, basic plumbing, painting.
- At least 18 years of age.
- Education: High School diploma or equivalent is preferred.
- Must possess a valid driver's license with a clean driving record.
- Must be willing to submit to background checks as required by Center policy, denomination policy, and the State of New York.

### **WORK ENVIRONMENT**

- Work in all kinds of weather conditions in mainly an outdoor environment, with exposure to weather, temperature extremes, and atmospheric conditions.
- Noise level in the work environment is usually moderate to loud and will be loud during certain assignments.
- Frequently work with or near moving mechanical parts and/or heavy equipment.
- Use of campground maintenance equipment including tractors, mowers, skid steers, chainsaws, weed eaters, blowers, and various other related equipment.
- Exposed to dirt, dust, grease, loud noises, foul odors, vibration, fumes, heights, work safety hazards, darkness, and cramped spaces.
- Work will occur across uneven terrain, including hills, slopes, grades, and wetlands in both forested and open areas, which may present numerous slipping and tripping hazards and exposed to various forms of wildlife and their deposits.

### **PHYSICAL REQUIREMENTS**

- Extensive physical activity required; regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds or greater.
- Regularly required to use hands to grasp, handle, feel and operate objects, tools, equipment or controls, and required to lift and reach with hands and arms.
- Required to sit, stand, walk, stoop, bend, kneel, reach, crouch, and climb; talk to or hear guests and coworkers.
- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus