

# MAINTENANCE AIDE

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**JOB TITLE:** Maintenance Aide

**RESPONSIBLE TO:** Facilities Director  
Maintenance Supervisor

**DEPARTMENT:** Facilities

**CLASSIFICATION:** Non-exempt

**COMPENSATION/BENEFITS:** Seasonal Contract with Room and Board

**POSITION BRIEF:** The Maintenance Aide supports multiple aspects of camp operations with an emphasis on building and grounds upkeep. The maintenance aide interacts positively with campers, staff, guests, and community members and responds to requests in a professional, timely manner.

**QUALIFICATIONS:**

- **Education:** High School diploma (minimum 18 years of age); must have valid driver's license
- **Experience:** Previous experience in grounds keeping preferred

**ROLE AND RESPONSIBILITIES:**

- Demonstrate strict adherence to Bay Cliff safety procedures and practices
- Mow lawns and trim around buildings
- Provide custodial services as directed

**OTHER RESPONSIBILITIES:**

- Assist departmental leaders with their assigned programs
- Other duties as assigned by the Facilities Director and/or Maintenance Supervisor

**ESSENTIAL REQUIRMENTS:**

- **Interpersonal Skills:**
  - Demonstrate punctuality, dependability, and on-task behaviors
  - Effective, positive, team- member
  - Demonstrate the ability to consider/accept feedback from others
  - Ability to build strong relationships
  - Commitment to be a positive role model and advocate for Bay Cliff at all times
- **Knowledge and Skills:**
  - Skilled in the operation of lawn and garden equipment
- **Cognitive Skills:**
  - Ability to organize and advance plan
  - Ability to adhere to safety practices
  - Ability to remain attentive to work surroundings

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- **Physical Requirements:**
  - Ability to move safely over uneven surfaces
  - Ability to stand and walk for extended periods of time
  - Ability to transport light to heavy objects short distances
  - Ability to lift or lower light to heavy objects from one level to another
  - Ability to climb a ladder
  - Ability to climb in and out of high-step vehicles