



Community of Christ

Onset Campgrounds Position Description

Date	January 2023
Title	Maintenance Supervisor
Education Requirements	<ul style="list-style-type: none"> • High school or equivalent • Technical training/certification in carpentry, electrical, plumbing, and/or HVAC (Preferred) • Driver's License (Preferred)
Experience Required/Desired	<ul style="list-style-type: none"> • Resident of the Onset Campgrounds strongly preferred. Must be within 20 miles of campgrounds. • 1 year maintenance, building or other trade profession preferred.
Immediate Supervisor	OBOT-designated Operations Manager
Employment Status	<p> <input type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input checked="" type="checkbox"/> Part Time (under 20 hours per week) </p> <p>This is a part-time hourly position. The Maintenance Supervisor may set their own schedule, not to exceed 19 hours per week, and is on-call evenings, weekends and holidays to respond to emergency maintenance issues.</p>

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	The Onset Campgrounds Maintenance Supervisor is responsible for proactively monitoring the condition of the built structures on the campgrounds that are owned by the Church and managed by the Onset Board of Trustees, and ensuring all aspects of their maintenance, including preventative, corrective, deferred, and emergency maintenance.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ul style="list-style-type: none"> • Perform, or arrange for, all aspects of building/structure maintenance, including preventative, corrective, deferred and emergency maintenance, observing all health and safety guidelines. This includes: painting, HVAC maintenance and repair, water heater maintenance and repair, light bulb replacement, repair or replacement of: appliances, door and window locks, broken windows and doors, carpet and vinyl flooring, and cabinetry; repair of plumbing leaks. • Perform and arrange for maintenance inspections and perform or arrange for repairs on vacant apartment units to ensure proper operating condition and appearance upon move-in. • Maintain organized inventory of tools, equipment, and supplies. • Recommend measures to improve operations, performance, safety, and quality of service.

	<ul style="list-style-type: none"> • Report weekly to Supervisor on work performed and work needed. • Coordinate with Supervisor concerning large projects not in the normal maintenance routine. • Comply with all applicable building code requirements including obtaining permits as required.
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<ul style="list-style-type: none"> • Basic understanding of electrical, plumbing, and other systems with preferred experience in residential property maintenance, hotel maintenance, construction, electrical, plumbing, and/or painting. • Working knowledge of tools, common appliances, and building mechanical systems. • Ability to take initiative and work independently, handling multiple tasks while also being willing to take direction and follow through as directed when needed. • Problem-solving skills. • Positive attitude. • Self-motivated and willing to step in and help wherever necessary. • Manual dexterity. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required.
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please say how many staff and what positions are being supervised. Supervise part-time, as-needed maintenance assistants.</p>
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker/Anti-Harassment Training	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date. Anti-harassment training will also be required within 30 days of hire and then required annually.
Pay Rate <i>(To be filled out by Human Resource Ministries)</i>	Click here to enter text.
Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

This job description is approved by the following:



Community of Christ

Printed Name	Signature	Date
Mission Center President		
Mission Center Financial Officer		
Immediate Supervisor (if different)		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		