

## OCEAN GROVE CAMP MEETING ASSOCIATION

The mission of the Ocean Grove Camp Meeting Association, rooted in its Methodist heritage, is to provide opportunities for spiritual birth, growth, and renewal through worship, education, cultural and recreational programs for persons of all ages in a Christian seaside setting.

### JOB DESCRIPTION

#### MAINTENANCE PERSONNEL

**TITLE OF POSITION:** Maintenance Worker

**DEPARTMENT:** Operations - Facilities Wide

**REPORTS TO:** Operations Manager

**PART - OR FULL TIME:** Full Time

**PRIMARY OBJECTIVE OF POSITION** - The Maintenance Worker reports directly to the Operations Manager and is responsible for performing semi-skilled and skilled activities and manual labor activities as needed and/or required by the OGCMA. The worker shall perform heavy manual labor.

#### ESSENTIAL FUNCTION OF POSITION

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.

- The worker shall represent the OGCMA in a professional manner.
- The worker shall report all accidents, to self and/or property, and safety concerns to the Operations Manager immediately.
- The worker shall perform work assignments in a professional, expeditious, and safe manner.
- The worker shall keep the Operations Manager informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- The worker shall perform all work in accordance with all federal, state, and local laws, rules and regulations and within mandated and appropriate safety standards.
- The worker must possess a valid NJ State driver's license.
- The worker shall open and close OGCMA facilities as required and clean and/or replenish supplies in said facilities when needed.
- The worker shall perform maintenance to OGCMA facilities that will include, but not be limited to, mowing, trimming, cutting of vegetation, trash removal, litter clean-up, raking leaves, sweeping, and snow and ice removal.
- The worker shall assist in the preparation and cleanup of special events that occur at OGCMA facilities.

- The worker shall perform general maintenance to the OGCMA facilities that will include, but not be limited to, painting and carpentry.
- The worker shall perform preventative maintenance on vehicles, equipment, and tools as required.
- The worker shall be required to respond to after hour calls for emergencies pertaining to the OGCMA.
- The worker shall train new employees in the operation of equipment and tools and safety practice.
- No worker shall operate and/or use tools, equipment, vehicles, machinery, etc. unless properly trained to do so and can operate such tools, equipment, vehicles, machinery, etc. in a safe manner. If the job requires a tool, etc. that you are not familiar with and do not know how to use in a safe manner, request instruction from the Operations Manager.
- The worker shall operate OGCMA vehicles, snow plowing and leaf blowing equipment according to established procedures.
- The worker shall select materials and tools needed to perform work assignments and return all tools and equipment to their original location at the completion of the work shift.
- Work sites and the garage shall be safely secured at the completion of the work shift.
- The worker shall identify and resolve issues and concerns in a timely manner and report corrective action to the Operations Manager.
- The minimum education level for the worker is at least a High School diploma or GED.
- The worker shall be capable of filling out reports and maintaining maintenance records when necessary and assigned.
- The worker shall have basic reading and writing skills.
- The worker shall be in good physical condition.
- The worker must be able to pass a criminal background check.
- The worker must be willing to work outdoors, meaning exposure to the elements.
- The worker shall assist in the putting up and taking down of tents.
- The worker shall maintain effective working relationships with other employees.
- The worker shall check OGCMA facilities for damage, maintenance issues, security, etc.
- The worker shall demonstrate a positive attitude toward job assignments and tasks to be performed.
- The worker shall be conscientious in the maintenance and operation of equipment.
- The worker shall perform related, similar, or other logical duties as assigned by the Operations Manager and may require the worker to perform functions beyond those contained in this job description.

Normal work hours for Maintenance Personnel is 8:00 AM to 4:30 PM. The worker is allowed a 30 minute lunch and two 15 minute breaks during this time period. The Maintenance Worker shall maintain a Bi-Weekly Time Sheet while also punching the time clock located in the Bradley Beach Garage at the beginning and end of shift and upon taking lunch and returning.

Maintenance Personnel will be evaluated on a semi-annual basis.

**EMPLOYEE SIGNATURE :**

**OPERATIONS MANAGER SIGNATURE**

**DIRECTOR OF OPERATIONS SIGNATURE**

**DATE:**