



**Permanent Part Time
Property Maintenance**

Position Summary:

The position of Property Maintenance Worker provides routine and preventative maintenance, repair, cleaning, improvement and security of council camp property and grounds in accordance with the council's policies and standards. Ensures the property is clean and safe for all Girl Scout members and customers. Works collaboratively with the Property Maintenance Team Leader and Camp Director, volunteers, and council staff to ensure that customers including troop, day and resident campers have a safe and successful camping experience.

Responsibilities including but not limited to

1. Maintains property including buildings, grounds and facilities, compliant with established GSUSA and Council policies, standards, procedures and practices.
2. Ensure cleanness and safety of equipment, facilities and grounds compliance with all, local, state, and federal laws, regulations and ordinances related to property including but not limited to American Camp Association (ACA), building code, ADA and OSHA.
3. Repair and make improvements to property, facilities, and equipment as scheduled and/or as delegated by the Director of Program & Property.
4. Maintains tools, equipment, and supplies. Keep accurate records of inventory and maintenance work.
5. Complete and/or assists in the completion of small- and large-scale projects, as identified by the Director of Program & Property. Purchase additional building supplies and/or coordinate repair work as assigned by the Director of Program & Property.
6. Performs grounds maintenance including trail clearing, lawn mowing and snow removal.
7. Completes and/or assists in all preventative maintenance including septic system and plumbing schedules.
8. Monitor property for damage caused by weather or vandalism and reports findings to the Property Maintenance Team Leader and The Director of Program & Property.
9. Monitoring site security and emergency systems and procedures to ensure safe usage of all facilities.
10. Monitor gates and posted signs to discourage unauthorized access on camp property and report to Property Maintenance Team Leader anything that needs



attention.

11. Ensure there is adequate wood supplies at all sites and that the toilets are cleaned and stocked for user groups.
12. Completes all work projects for opening and closing camp including but not limited to cleaning, repairs, turning on water systems, moving equipment, and winterizing pipes and water systems.
13. Provides support to Camp Director, volunteers, and staff for property and grounds projects.
14. Adhere to the Girl Scouts of Minnesota and Wisconsin Lakes and Pines AA/EEO Policy, American Camp Association.
15. Know and be responsible for all applicable agency policies, guidelines and procedures; regularly report and refer all matters outside the scope of this position to the Director of Program and Property.
16. Perform other duties as assigned by the Property Maintenance Team Leader or Director of Program and Property.

Essential Functions:

- Ability to successfully complete all pre-employment and post-employment screenings including, but not limited to, background checks
- Ability to follow and maintain safe working practices at all times.
- Ability to safely operate building and grounds equipment including but not limited to hand and power tools, ATV and lawn mower.
- Ability to provide, maintain and wear personal protective equipment including but not limited to hard toe footwear.
- Ability to lift and carry up to 100 pounds
- Ability to climb, crouch and walk on uneven terrain
- Ability to work outdoors in all types of weather
- Ability to apply independent discretion within the boundaries of the position
- Maintain registration as a member of the Girl Scouts of the USA
- Possession and retention of a valid driver's license and vehicle insurance
- Provide and maintain personal transportation
- Ability to work various days and hours including weekends and evenings
- Ability to effectively communicate verbally and written
- Ability to work independently and with individuals or groups to successfully complete multiple projects and deadlines



Reporting Relationship:

Seasonal Maintenance Worker reports directly to the Director of Program & Property.

Qualifications:

- High School Diploma or equivalent
- Documented experience and/ or training in building and grounds maintenance and cleaning.

Hours:

- Position is part time nonexempt hourly position
- Up to 16 hours per week from September through April or approved by Director of Program and Property .
- Up to 20 hours per week from May through August or approved by Director of Program & Property.
- Evening and weekend hours necessary.

Salary

\$15.00 per hour, Eligible for MN Sick and Safe Time, Ineligible for other benefits