



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Maintenance Specialist</b>
<b>DEPARTMENT:</b>	Canyon Operations
<b>REPORTS TO:</b>	Director of Facilities, Headwaters
<b>EFFECTIVE DATE:</b>	09/28/2023
<b>CLASSIFICATION:</b>	<b>Non-exempt</b>

**POSITION SUMMARY:** The Maintenance Specialist works to monitor and maintain Canyon facilities according to Foundation standards in support of the Canyon programs to enhance retreat experiences.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Meet with Director of Facilities, Headwaters daily to discuss standards and update priorities.
- Monitor and maintain assigned facilities according to Foundation standards
  - Ensure facilities and associated equipment are maintained in proper working order.
    - Carpentry, construction/remodel and repair
    - Buildings, plumbing equipment, electrical systems
    - Repairs are completed with least amount of interruption to guests
    - Prepare facilities for retreats at assigned sites
    - Maintain assigned vehicles, tools, work areas, parts, and supplies
  - Respond to Director of Facilities, Headwaters regarding results of supervisory feedback, correction, and redirection
- Respond when requested for program support, maintenance needs, and/or emergency assistance

- Assist with improvement projects when assigned
- Cooperate with administrative staff in support of their services
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Embraces learning new skills and techniques to accomplish team goals

**QUALIFICATIONS:**

- High School diploma preferred or equivalent work experience
- 1+ years of related experience
- Skills and experience in the use of hand and power tools including but not limited to:
  - Table saw, circular saw, hand saw, miter saw
  - Pneumatic nail gun
  - Pneumatic paint sprayer
- Skills and experience in building maintenance trades such as
  - Remodel, tear out, and replace
  - New construction
  - Maintenance, identify problem areas and correct

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Active listening
- Time management
- Work independently and within a team
- Attention to detail, safety, and good housekeeping
- Ability to recognize visual standards for facilities and grounds
- Demonstrates accuracy and thoroughness
- Positive attitude

**PHYSICAL REQUIREMENTS:**

- Ability to perform intense physical work for up to 8 hours at a time.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day.
- Employee must regularly lift and move items up to 50 pounds
- Ability to properly use a ladder
- Must be able to safely operate a motor vehicle

**WORK ENVIRONMENT:**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Must work varying schedules based on camping program needs, including some weekends.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE