

EDWARDS YMCA CAMP

Job Description

Job Title: Assistant Property Manager
Reports to: Property Manager

General Duties

Daily and weekly maintenance tasks, minor repairs to buildings and equipment, landscaping work, forestry projects, and assisting with janitorial work and/or construction projects as needed at the direction of the Maintenance Director.

This position also requires an ability to lift or move up to 50 pounds, the ability to use ladders up to 30 feet, and the ability to work safely without direct supervision.

Specific Responsibilities

General Maintenance

- Collect and transport refuse and recycling from camp facilities to dumpsters as required.
- Load water softener salt in all camp facilities as needed.
- Cut, split, stack, and haul firewood and kindling to all fireplace or campfire locations as needed.
- Complete painting and staining projects (indoor/outdoor) as required.
- Clean gutters as scheduled or required.
- Assist with swimming area pier installation and removal.
- Change light bulbs.
- Change equipment oils, grease, etc.

Equipment Operation

- Operate riding mower.
- Operate chain saws, wood chipper, log splitter, snow blower, various power tools and landscaping equipment.

Grounds Upkeep

- Assist with field mowing.
- Assist with trail, roadside, and campsite mowing.
- Repair fences and outdoor program area equipment as needed.
- Facilitate windfall removal as required.
- Ongoing removal and hauling of "Buckthorn" and "Box Elder" debris as other duties permit.

Maintain "Safe" Work Environment

- Have and wear appropriate clothing and required accessories for power equipment operation.
- Operate all power tools and equipment at a safe distance from other people (guests and staff)
- **NOTE: Safe distance will be determined by the supervisor or program staff.**
- Any task requiring two or more people to accomplish safely will not be attempted alone.

Other Responsibilities and Requirements

- Ability to work weekends as needed.
- Additional tasks as needed.

EFFECT ON END RESULTS

Ensures general maintenance functions are performed efficiently to fully support maintenance department objectives of Edwards YMCA Camp.

I have read and understand this position description and believe I am capable and qualified to handle the position as presented to me in this job description.

Signed: _____

Date: _____