



City of Commerce

CAMP FACILITY MAINTENANCE SPECIALIST

Department: **Public Works & Dev. Svcs.**
Revised Date: **January 2020**

Class Code: **5507**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under facility maintenance general supervision, performs skilled and semi-skilled labor in the repair and maintenance of Camp Commerce facilities in accordance with OSHA safety regulations and City policies and procedures; maintenance tasks include basic carpentry, mechanical, electrical and plumbing work.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects facilities, prioritizes necessary repairs, improvements and preventive maintenance; follows all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; checks property and grounds for unsafe conditions, and clears hazards; reports safety conditions, security issues and illegal activities.
- Performs a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement and repair tasks, including carpentry, mechanical, and basic non-licensed electrical and plumbing work; cleans and maintains specialized ~~Camp~~-kitchen equipment.
- Works on assigned projects, and makes appropriate decisions based on work experience and individual skills; notifies supervisors of repair problems beyond the scope of authority.
- Prioritizes work requests; identifies material and equipment needs, organizes supplies and equipment, and documents the work performed.
- ~~Oversees Camp food services program and assigned personnel.~~
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Inspects and maintains assigned equipment and small tools for proper operating condition; completes minor repairs on equipment as needed.
- Operates vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.
- Performs specialized seasonal work including swimming pool maintenance in the summer; maintains Camp grounds, cleans up trash and debris, trims trees and shrubs, loads and hauls materials.
- Removes snow and ice from roads and sidewalks using tractor, shovel and snow blower; performs maintenance and repair on snow and ice removal equipment.
- Assists with setup and teardown for special events, and other tasks as directed.
- Completes daily work log, incident and accident reports, and requisitions for supplies and materials.
- ~~Supervises Camp operations in the absence of Camp Program Manager and as directed.~~
- Responds as directed to perform emergency cleaning and repair work as required;

JOB DESCRIPTION

CAMP FACILITY SPECIALIST

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent; AND four year's experience in skilled building trades at high altitude mountain conditions is ~~required~~ preferred.

Required Licenses or Certifications:

- Must possess a valid California Driver's License. Additional specific technical training and certifications may be required.

Required Knowledge of:

- City policies and procedures.
- Practices, procedures and equipment used in maintenance of public facilities.
- Tools and equipment used in building, pool and grounds maintenance.
- Electrical and plumbing standards and maintenance techniques.
- Federal and state safety rules and regulations.
- Occupational hazards and safety precautions.
- Local building codes, policies, regulations and guidelines for maintenance of public facilities.

Required Skill in:

- Performing a full range of skilled and semi-skilled building maintenance work.
- Identifying maintenance needs and taking corrective actions.
- Working independently to maintain and repair facilities according to City standards.
- Operating and maintaining vehicles, tools and equipment in a safe and effective manner, including snow and ice removal.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers and the public.

Physical Demands / Work Environment:

Work is performed in a youth and family camp at a remote location of forested, high altitude, mountain terrain with seasonal exposure to wind, rain, snow and ice; incumbent may be required to work indoors or outdoors both at camp and at other City recreation facilities; incumbent will be provided with ~~housing~~ lodging, if needed, on Camp premises during ~~workweek~~ ~~Camp Programming~~; incumbent may be required to work overtime, and evening, weekend, and holiday shifts, ability to lift and carry up to 50 pounds.