

## CAMP FIRE SAMISH

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Bellingham, WA 98229  
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## CAMP KIRBY

4734 Samish Point  
Bow, WA 98232  
Phone: (360) 255-7765  
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**Position Title:** Camp Kirby Maintenance Manager  
**Hours:** 35-40 Hours a week (Full time)  
**Reports To:** Site Manager and Executive Camp Director  
**Compensation:** \$23 an hour

**Position Summary:** Perform a wide variety of maintenance and groundskeeping tasks at Camp Kirby. Performs skilled and semi-skilled labor in the repair and maintenance of camp facilities in accordance with safety regulations and policies and procedures; maintenance tasks include basic carpentry, mechanical, electrical and plumbing work.

### Essential Functions:

- Inspect facilities, prioritize necessary repairs, improvements, and preventive maintenance.
- Follow all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; check property and grounds for unsafe conditions, and clear hazards; report safety conditions, security issues, and illegal activities.
- Perform 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; clean and maintain specialized camp, kitchen equipment.
- Work on assigned projects, and make appropriate decisions based on work experience and individual skills; notify supervisors of repair problems beyond the scope of authority.
- Perform specialized seasonal work, including winterizing camp.
- Perform grounds maintenance duties include brush clearing, grubbing ivy, watering, mowing and weeding, cleaning up trash and debris, etc.
- Perform cleaning tasks and restocking as needed after events, and to ready camp for incoming groups.
- Check-in groups who are renting camp and perform their walkthrough and orientation.
- Occasionally respond to maintenance needs and emergencies when individuals are in camp.
- Inspect and maintain assigned equipment and small tools for proper operating condition; complete minor repairs on equipment as needed;
- Work with Site Manager to schedule and coordinate all needed inspectors, outside vendors, skilled labor, contracted projects, and volunteer service groups.
- Operate vehicles and equipment in accordance with all safety regulations and procedures; identify and report mechanical problems requiring additional repair.

- Support Annual Camp Fire Samish & Camp Kirby events as needed.
- Complete daily work log, incident and accident reports, and requisition for supplies.
- Other duties and tasks as assigned by the Executive Camp Director, Executive Director, or Site Manager.

#### **Qualifications:**

- Demonstrates interpersonal and communication skills, both written and verbal.
- Success passing of a criminal background check and National Sex Offender registry search.
- Experience and skills in handyman tasks including: carpentry, plumbing, electrical, and basic vehicle mechanics.
- Experience working with power tools and knowledge of their safe operation.
- Excellent work habits including: punctuality, efficient use of time, prioritizing tasks.
- Ability to work independently to maintain and repair facilities according to standards.
- Operate and maintain vehicles, tools and equipment in a safe and effective manner.

#### **Physical Requirements**

- Ability to perform moderate physical work.
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to work in conditions that will create dirt and dust.
- Ability to carry, push, and pull up to 50 lbs.
- Comfortable working outdoors in every season.

### **AN EQUAL OPPORTUNITY EMPLOYER**

To apply, email resume & cover letter to: [kathryn@campfiresamish.org](mailto:kathryn@campfiresamish.org).