

# Campus RV Park, Inc.

## Position Description

<b>Date</b>	<b>February 10, 2024</b>
<b>Title</b>	<b>Grounds/Maintenance Support Staff, seasonal</b>
<b>Education Requirements</b>	<b>Certificate from an accredited vocational/trade school in a mechanical field, or training received from current/past employment.</b>
<b>Experience Required/Desired</b>	<b>2-5 years' experience in landscaping and grounds maintenance preferred.</b>
<b>Immediate Supervisor</b>	<b>Campus RV Park Manager</b>
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week; Seasonal: March - October) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>
<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	Maintain grounds and facilities for campground property to provide a safe, attractive, and clean environment for both staff and guests. Provide preventative maintenance to avoid the need for major repairs to grounds, equipment and facilities. Back up to resident manager when she/he is unavailable or on vacation.
<b>Essential Functions</b> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> <li>1. Repair, alter, and maintain a variety of tools and equipment</li> <li>2. Remove snow using tractor with plow, snow blowers and shovels</li> <li>3. Operate lawn mowing and weeding equipment</li> <li>4. Mow and trim Campus property, trim shrubs and trees, and remove dead trees and shrubs as needed</li> <li>5. Perform minor plumbing, electrical and building repairs</li> <li>6. Properly operate and secure equipment (tractor, mowers, chainsaws, power tools, golf cart, etc.)</li> <li>7. Basic mechanical repair of maintenance equipment</li> <li>8. Maintain accurate and comprehensive maintenance records of facilities and equipment</li> <li>9. Clean guest common areas; clean equipment areas</li> <li>10. Cover for manager when she/he is unavailable or on vacation. This may include occasional weekends</li> <li>11. Performs additional duties as requested or assigned</li> </ol>
<b>Competencies/Skills</b> <i>(List knowledge, skills and</i>	<b>Required</b> 1. Communicate effectively, both verbally and in writing

<i>abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	2. Ability to use basic computer programs: email, reservation software, etc. 3. Physical ability to operate equipment and perform strenuous manual labor 4. Able to occasionally lift up to 50 pounds 5. Able to sit for long periods, riding over uneven ground 6. Able to work in both hot and cold environments as needed or required to complete work assignments
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Other Duties</b>	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
<b>Required Training</b>	Employee is required to pass a background check, be a registered youth worker with Community of Christ or be able to register, and to complete anti-harassment training within 30 days of hire date.
<b>Grade</b> (To be filled out by Human Resource Ministries)	N/A
<b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt