



**Calvin Crest**  
Maintenance Associate  
Job Description

**Direct Report To:**

Director of Buildings and Grounds

**Status:**

Full Time Non-Exempt

**Purpose:**

To work with the Director of Buildings and Grounds to maintain, develop, and repair the facilities, grounds, roads, vehicles, and equipment so that they are clean, safe, and working properly. To provide the highest level of comfort, safety, and aesthetics for all guests and staff. To participate in the spiritual life of Calvin Crest Conferences.

**Responsibilities:**

- Follow management's plans for upkeep of the grounds
- Coordinate with other members of operations to prioritize tasks
- Record, track, and prioritize automobile and equipment repair
- Troubleshoot plumbing, electrical, and HVAC problems, report findings to management
- Help lead volunteer groups when scheduled
- Monitor wells, propane, and other systems at camp

**Qualifications:**

- High School degree or equivalent; other trade or professional training a plus
- Previous experience or familiarity with Calvin Crest preferred
- Experienced and able to use a computer and other technology
- Able to be on one's feet for a maximum of 8 hours a day
- Able to lift objects weighing up to 50 pounds
- Able to drive a variety of vehicles
- Ability to work without direct, constant supervision, maintaining accountability
- Creative, proactive, problem-solving abilities with a positive attitude
- Previous experience or aptitude in general maintenance, grounds keeping, facility maintenance (electrical, plumbing, carpentry), vehicle and small engine maintenance and repair, construction preferred
- Ability to work with construction and heavy equipment, including power tools, chainsaws, tractors, plows, bobcats, etc.
- Ability to communicate effectively, verbally, in writing, one on one, or in a group setting
- Desire to continue to grow and accept more organizational responsibility
- Able to prioritize tasks appropriately with input and direction from management
- Personal initiative, self-starter, able to work independently, and work well with a group
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility

**Expectations:**

- Has a clear and evident Christian faith with a desire to grow as an apprentice of Jesus
- Has knowledge of the organization, its purposes and policies, and acts as a CC ambassador
- Participates in staff meetings, community events, Bible studies, and a volunteer in Oakhurst
- Desires to be a team player who will work to develop and protect healthy relationships

- Acts with professionalism, stewardship, responsibility, and accountability
- Able to accept constructive criticism and feedback in order to grow
- Respects and adheres to principles of confidentiality in all Calvin Crest matters
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

**Working Conditions:**

- Will encounter chemicals, cleaning solvents, commercial products, dust
- Will spend time much time working outdoors in all weather conditions
- Will walk around camp and operate camp vehicles
- Will need to lift objects weighing up to 50 pounds

**Nondiscrimination:**

Please refer to the Employee Manual on our statement about Calvin Crest Conferences as an Equal Opportunity Employer.

**Work Hours:**

Normal working hours are 8:30am-5:00pm weekdays (including a 30 minute unpaid meal period), evenings and weekends as scheduled or needed.

**Evaluation:**

The Director of Buildings and Grounds will prepare an annual review. The review will be based on achievement of goals and objectives previously agreed upon, and subjective evaluation regarding overall performance. Changes to compensation and benefit package will be based upon this review and other economic factors and approved by management.

**Furlough:**

If Calvin Crest's financial circumstances make it necessary, you may be required to take unpaid leave (furlough days) for one or more days.