

**STAFF JOB PROFILE**

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| <b>JOB TITLE:    Maintenance Staff</b> |
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**JOB SUMMARY:**

- 1) Responsible for performing general maintenance and repair activities on the Northern Tier facilities and equipment as directed by the Maintenance Supervisor.

**PRINCIPAL RESPONSIBILITIES:**

- 1) If eligible to use base vehicles, the maintenance assistant will operate vehicles in a safe manner and in accordance with Northern Tier and BSA policies, this includes the use of the tractor, Gator, and Mule.
- 2) Assists the Maintenance Supervisor in maintaining the condition and of the hand tools and power tools of the base. Will follow the plan of issue and return of tools from the maintenance area. Helps to control the usage of power tools to qualified staff only.
- 3) Assists the Maintenance Supervisor in maintaining base facilities in good and safe condition, which may include carpentry, general repairs, painting, replacing light bulbs, minor plumbing repairs, and other items as necessary.
- 4) Assists the Custodial Director in providing materials to Interpreters and other assigned staff to perform typical daily duty functions. These include but are not limited to: cleaning and/or supplying central visitor bathrooms, sauna building, and lodge; and any general duties needing staff support such as litter clean-up or major base projects.
- 5) Helps to keep shop, maintenance yard, and surrounding area clean, orderly, and free from hazards.
- 6) May assist the Maintenance Supervisor in maintaining fire suppression equipment of base including smoke detectors, fire extinguishers, fire tools, and water truck.
- 7) Performs other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

**QUALIFICATIONS:**

- 1) Interest and willingness to do and/or learn general maintenance activities such as custodial work, yard work, painting, general repairs, minor carpentry work, minor plumbing work, etc.
- 2) Ability to work with management with minimal supervision.
- 3) Be a registered member of the BSA, Scouts Canada, or the International Camp Staff Program.
- 4) If over 21, maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
- 5) Provide a completed Northern Tier Health and Medical Form

**POSITION REPORTS TO: MAINTENANCE SUPERVISOR or MAINTENANCE CHIEF**