



## **POSITION DESCRIPTION**

### **Facilities and Maintenance Associate Beulah Camp and Conference Center (BCCC)**

**Temporary Full-time 4-month Contract with Possibility of  
Extension**

## **POSITION SUMMARY**

Reporting to the Director-Elect the Facilities and Maintenance Associate is accountable for effectively completing tasks related to the upkeep and repair of all BCCC owned facilities and property--buildings and grounds--within the boundaries of the camp. Additionally, this position is accountable for providing end-to-end customer service to seasonal trailer park guests.

The Maintenance and Facilities Associate will respond to leaseholder and guest inquiries related to facilities and grounds. The incumbent in this position must interact with leaseholders and guests with clear, calm, and concise communication.

Under the direction of the Director-Elect the incumbent must complete all assigned tasks with a high level of competence within expected or specified timeframes. This position is accountable for repetitive scheduled tasks, mandatory for compliance with government regulations.

The Facilities and Maintenance Associate must be willing to maintain a flexible work schedule, including evening and weekend work: particularly in the summer months. The incumbent is required to provide coverage in the absence of the Director-Elect including answering incoming calls and ensuring requests are completed.

Willingly adhere to all policies, procedures and guidelines of Beulah Camp and Conference Center, and exhibit behaviour consistent with its values.

## **Duties And Responsibilities**

### ***General***

- Using the camp vehicle, travel locally to complete tasks requested by the Director-Elect;
- Assist with preparation of facilities and grounds for specific events;
- Monitor waste disposal receptacles and call for transport to waste facility when full;
- Place cardboard at roadside for pick-up;
- Assist with spring opening, which includes preparing camp owned buildings and grounds for use.

### ***Project (deferred maintenance) involvement***

- Runner to obtain supplies for worksites;
- Work with leads using basic trades skills (carpentry, plumbing, paint; old paint removal and painting etc.);
- Perform laborer duties including, but not limited to, cleaning up job site and assisting trades workers upon request.

### ***Regular maintenance accountabilities***

- Extensive involvement with basic repairs;
- Painting camp owned facilities;
- Repair basic plumbing breakdowns;
- Check for, and repair, basic electrical issues i.e. changing light bulbs;
- Repair basic structural breaks i.e. replace rotten cedar shakes;
- Ensure all vehicles and equipment remain in good working order;
- Respond to leaseholders and guests reporting a problem, and take accountability for completion of the issue end-to-end.

### ***Grounds Maintenance Duties***

- Snow removal with tractor and shovel stairs and building entrances; spread salt and sand to prevent injury of constituents and guests;
- Identifying trees for removal or liming and take appropriate action;
- Mowing and racking areas not completed by volunteers;
- Inspecting grounds and beach for litter and collect garbage;
- Place and rearrange grounds receptacles (waste cans, chairs, picnic tables etc.) to be aesthetically pleasing.

### ***Water and Sewage Tasks***

- Conduct monthly water sampling, transport for testing and shock wells when required;
- Take accountability for waterline and sewage line repair;
- Check UV building and clean UV lights, perform required testing; and prepare lift stations for winter and spring;
- Assist with install and removal of lagoon aerators;
- Accountable for seasonal water shut off in the fall and turn on in spring;

- Winterize camp owned seasonal buildings.

### ***Trailer Park***

- Provides end-to-end service for trailer park guests
  - Receives seasonal park inquiries and provides informative and timely responses to questions, concerns and suggestions;
  - Receives all guests upon arrival, escorts them to their assigned lot and provides assistance with set-up;
  - Provides the guests with contact information should they have any questions or concerns;
  - Provides information on camp policies and activities during their stay;
  - Explains payment process and ensures camp office has all pertinent guest information.

### ***Other***

- Performs all other duties as assigned by the Director-Elect.

### **QUALIFICATIONS**

- Minimum secondary school education
- Previous maintenance experience
- Posses a valid drivers license
- Ability to diagnose maintenance issues and repair basic problems
- Experience in working with vehicles and ability to do basic maintenance and repairs
- Basic knowledge and understanding of plumbing, vehicle mechanics, carpentry and electrical
- Ability to organize competing priorities and complete them in proper sequence based on impact
- Willingness to work with others collaboratively
- Flexibility to work extended hours with little notice when a job requires immediate attention
- Takes pride in a job well done
- Proven experience with taking initiative to ensure camp objectives are met; uphold a Christian campground environment that is well maintained to the degree that guests and leaseholders recommend it to others as a great place to be
- Interest and ability to identify what needs to be done and
- Evidence of high employee engagement
- Good verbal communication skills; ability to communicate in a calm, clear, concise manner

If interested, please send your cover letter and resume to [facilities@beulahcamp.com](mailto:facilities@beulahcamp.com) no later than May 23, 2025. Only candidates selected for an interview will be contacted.