



Maintenance Department

Position: Maintenance Supervisor at Snow Wolf Lodge
Date: 02/15/2017

Pay Rate: \$13-\$15/hr, DOE
Classification: Full-time
Status: Non Exempt

Employee:
Supervisor: Nathan Reitz

Snow Wolf Lodge / Summit Ministries
Maintenance Supervisor Job Description

Purpose: To assist the Property Manager in maintaining and improving the buildings and grounds of Snow Wolf Lodge, including the supervision of work completed by paid or voluntary help. Also, to provide any necessary services to groups using the property, through presence, availability, and preparations before and after its use.

Key Tasks:

1. Assist in snow removal, including shoveling, plowing, blowing, and sanding the roads.
2. Perform a wide variety of general building maintenance repairs and services as directed by the Property Manager. The following are examples (*Training will be given as needed*):
 - a. Install light bulbs, replace outlets, switches, cover plates, and complete other minor electrical repairs.
 - b. Complete basic plumbing repairs such as replacing shower heads, fixing leaks, fixing toilets, repairing or installing sinks and faucets, cleaning clogged drains, and soldering pipes.
 - c. Assist in maintaining the water distribution system, which includes checking water levels daily, testing chlorine levels, and water hauling (Commercial Driver's License Required, *see key requirements*).
 - d. Assist in cleaning facilities, making beds, laundering linens for retreat groups.
 - e. Paint and stain interior and exterior walls, in combination with remodeling projects.
 - f. Complete grounds work which will include picking up trash, mowing, weed eating, raking, clearing brush, and maintaining landscaping beds and other areas.
 - g. Assist in completing routine maintenance on Summit vehicles and equipment.
3. Complete routine inspections of the property as scheduled (see attachment A for schedule).
4. Supervising/monitoring all work completed by paid and voluntary workers, in coordination with the Property Manager.
 - a. Interns- responsible for overseeing the internship program with the help of the Property Manager. This includes promotion, marketing, hiring, mentoring, teaching, and other tasks involved with direct supervision over the interns.
 - b. Semester students/volunteers- assist the Property Manager in monitoring/supervising all work performed by volunteers.
 - c. Assist the Property Manager in monitoring all work performed by outside contractors.

5. Responsible for alerting the Property Manager to any unusual activity on the property or damage discovered.
6. Responsible for notifying the Property Manager immediately of any water, electrical, or a fire related maintenance emergency; and within 24 hours for any other sort of maintenance issue that cannot be fixed yourself.
7. Responsible for the completion of all maintenance services and requests as assigned. If you are unable to complete an assignment for any reason, notify the Property Manager at the end of each work day.
8. Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
9. Maintain a professional and courteous manner with all residents, vendors, contractors, and fellow employees.
10. Assure safety standards are used which comply with all company, local, City, State, and Federal guidelines.
11. Complete payroll time sheets and mileage reimbursement and submit to supervisor as determined (see attachment B for details).
12. Special projects and other responsibilities as may be determined.

Key Requirements:

1. Carry a cell phone at all times and remain in cell service, whether on or off the property, during on-call duty. On-call duty is defined as non-working hours in which the Maintenance Supervisor is free to use his personal time for his own purposes and benefit, until he is required to respond to a maintenance emergency. Because these calls often result in having to respond in person, the Maintenance Supervisor must remain within 20 miles of the property. Any on-call working hours will be paid according to Summit handbook guidelines, including any necessary travel time back to the property (cell phone will be provided). Any travel which requires the use of a personal vehicle as a result will be reimbursed according to Summit's mileage reimbursement policy.
2. Carry a cell phone at all times during working hours, and carry a walkie talkie as requested on the property for communication (cell phone and walkie talkie will be provided).
3. Meet regularly with the Property Manager (see attachment A for schedule).
4. Ability to operate a tractor, zero-turn-radius mower, and other equipment. (*Training will be given*).
5. Ability to drive a manual transmission vehicle. (*Training will be given*).
6. Maintain a valid **Class B** Colorado Drivers' License. (*Summit will cover the cost of testing and routine physicals as needed*)
7. Consistent exertion of 10-20 pounds of force required; frequent exertion of 20-50 pounds of force required; occasional exertion of 50-100 pounds of force required.

Attachment A

Requirements for the position of Maintenance Supervisor include regular inspection and maintenance of facilities. This schedule varies due to differing uses of the property. This schedule shall govern the normal duties of the Maintenance Supervisor.

During Summit Semester:

1. Daily check of water levels and weekly check of chlorination tank levels. Chlorination tank should be refilled with the appropriate mixture if it falls below 30%. Notify the Property Manager immediately if the water level ever falls below 40% in the cisterns. Record all activity on the water log.
2. Daily check of boilers in Echo Canyon and the Main Lodge. If either screen is red, notify the Property Manager immediately.
3. Meet daily with the Property Manager at the beginning of the day (no later than 8:30 am).
4. Daily check the Do-It-Now (DIN) lists in Echo Canyon and the Main Lodge. Complete tasks as required; notify the Property Manager of tasks that require his attention.
5. Remove trash from the Main Lodge kitchen and the Echo Canyon entryway at the end of each day (after dinner).
6. Weekly check chlorination level at taps in buildings. Rotate from building to building. The taps to be used are: Sector A – Main Lodge kitchen sink(s); Sector B – Echo Canyon maintenance sink; Sector C – Duplex downstairs kitchen; Sector D – Manager’s Office bathroom sink. Record all activity on the water log. If the chlorination level ever goes outside the allowable margin, adjust the chlorination pump as directed in the PWS management guide.
7. Weekly check levels in fuel tanks; notify the Property Manager when they fall below 20% (400+ gallons used, 100- gallons remaining).
8. Weekly check levels in propane tanks; notify the Property Manager when they fall below 25%.
9. Lead work crews twice a week in tasks assigned by the Property Manager.
10. Remain on-call after working hours 2 days per week and when the Property Manager is absent for more than 24 hours (*see “key requirements”*).

The rest of the time:

1. Daily check water levels and chlorination tank levels. Chlorination tank should be refilled with the appropriate mixture if it falls below 30%. Notify the Property Manager immediately if the water level ever falls below 40% in the cisterns.
2. Weekly check chlorination level at taps in buildings. Rotate from building to building. The taps to be used are: Sector A – Main Lodge kitchen sink(s); Sector B – Echo Canyon maintenance sink; Sector C – Duplex downstairs kitchen; Sector D – Manager’s Office bathroom sink. Record all activity on the water log. If the chlorination level ever goes outside the allowable margin, adjust the chlorination pump as directed in the PWS management guide.
3. Daily perform a walk-through of buildings and grounds at the start of the work day, checking for leaks, boiler screens that are red, mouse-traps which need to be emptied and re-set, and anything else that looks out of the ordinary. Notify the Property Manager immediately if there is a maintenance emergency- water leaks, boiler malfunctions, loss of heat in any building, fire alarms, etc.
4. Meet weekly with the Property Manager, Tuesdays after walk-through is completed, unless otherwise directed. If a group is on the property, plan to meet daily with the Property Manager.
5. Weekly checks on fuel tank levels; notify the Property Manager if they fall below 20% (400+ gallons used, 100- gallons remaining).
6. Weekly checks on propane tank levels; notify the Property Manager if they fall below 25%.
7. Remain on-call after working hours as requested by the Property Manager (*see “key requirements”*).

Attachment B

Accurate and honest completion of payroll time sheets and mileage logs are an important part of the responsibilities of the Maintenance Supervisor. Those logs shall be completed as follows:

Payroll Time Sheets are filled out online and must be filled out daily. You are responsible for marking the time when you begin work, the time you take for lunch, and the time you quit at the end of the day. You are permitted one paid fifteen minute break every three hours; time taken off beyond that must be marked down in total hours, rounded up or down to the nearest 15 minute increment. At the end of the pay period you are responsible for submitting the timesheet online for the Property Manager's approval. ***Overtime is available only under special circumstances and must be approved by the Property Manager first, unless on-call time or maintenance emergencies require additional hours.***

Mileage log sheets shall be obtained from the Property Manager and filled out as used. Mileage sheets shall be due with the second Payroll Time sheet each month. ***Mileage must be approved by the Property Manager first. If possible, take a property vehicle.***

I, _____, acknowledge and accept this condition of employment inclusive of the attached job description and specific duties. Furthermore, I understand that this is not a contract of employment and that either Summit Ministries or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable Federal or State law.

Applicant Name (Print)

Applicant Signature

Date

Administrator Name (Print)

Administrator Signature

Date