

LUTHERHILL MINISTRIES
Job Description, Updated January 2019

Position Title: Maintenance Assistant
Position Classification: Hourly
FLSA: Exempt
Supervisor: Director of Operations

Job Summary

The Maintenance Assistant is hired by the Director of Operations, in consultation with the Executive Director, and is called by the Board of Directors to serve the mission of Lutherhill Ministries. He/she oversees all facility maintenance, grounds upkeep, and repair operations to make Lutherhill a safe and inviting place for all people.

Responsibilities:

- Responsible for the maintenance and repair of all campus facilities and grounds to meet American Camping Association & Texas Department of Health requirements.
- Helps manage maintenance records and preventive maintenance schedule.
- Keep the campgrounds clean and orderly and free of any potentially dangerous elements.
- Coordinate assignments with the Director of Operations and communicate with other camp staff to address maintenance and repair issues in a prompt manner.
- Operate out of the facility at Lutherhill Camp in La Grange, TX but available at a minimum of quarterly visits to the second facility the Zion Retreat Center in Galveston, TX.
- Practice good stewardship of the land by managing how land is used, when and where fires are used, supervise cleanliness of the pool, and ensure water quality and adequate sewage management.
- Help get bids and quotes for best prices for various maintenance and repair projects.
- Supervise the work of seasonal staff and volunteers for the care of the grounds and facilities.
- Be available, when scheduled, for on-call emergency problems any time guests are on site.
- Coordinate maintenance and repair contracts for routine operations.
- Purchase products, maintenance supplies, and other necessary items for continued upkeep.
- Participate in regular staff meetings and periodic staff planning retreats.
- Execute yearly goals and any additional duties assigned by the Director of Operations.

Qualifications:

- Willingness to learn.
- Ability to work in a team environment.
- Ability to communicate with staff and guests in a positive manner.
- Mechanical knowledge and skills.
- Self-motivated and able to take initiative in resolving problems.