

Job Title:	Maintenance Quartermaster	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Operations	Salary Level:	Based upon current salary chart
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	No
Reports to:	Ranch Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Assist in the general maintenance, cleaning and upkeep of the physical property, equipment and program materials. Support camp programs by stocking areas with supplies and moving camp assets. Coordinate with full-time Ranger staff on needs that may require their attention.

Job Description

ROLE AND RESPONSIBILITIES

- Be particularly alert to conditions that affect health, safety, sanitation and housekeeping. Improve these conditions and train others if appropriate.
- Be knowledgeable in and ready to implement camp emergency procedures.
- Assist in the landscaping of the ranch to include mowing, clearing slash etc. Mow and clear around all camp buildings and program areas a minimum distance of 30 feet to maintain a “defensible space zone” to help reduce the spread of wildfire. Remove dead vegetation and pine needles in these zones.
- Ensure areas such as campsites, tent areas, flag poles, campfire rings, and areas around camp signage is mowed and in a presentable manner.
- Assist in the maintenance of building and facilities to include painting, minor maintenance and changing light bulbs.
- Perform custodial duties to include sweeping, scrubbing, mopping, washing windows/walls, disinfecting restrooms and other camp surfaces. Deep clean common showers (shower house, Gilwell, Staff Showers etc) at least once a week.
- Be proactive in duties. Look for projects that need to be completed rather than waiting for a work order to be submitted.
- Document all work completed, including routine tasks. Keep a log of daily activity and work. Submit this log to the Ranch Director or designee.
- Manage trash collection around camp daily. Collect trash and dispose in the proper area.
- Perform material moving and stocking. Ensure facilities have adequate paper towels, toilet paper, soap, cleaning chemicals and supplies.
- Physically move camp assets as needed. When moving assets and materials, work as safely and efficiently as possible. Follow proper safety procedures.
- Work with department heads to support program needs.
- Coordinate and supervise service projects. Service projects are to be approved by the Ranger Staff. Projects are to benefit the camp long-term (i.e. expanding/maintaining a trail) and should not be a job-required task of any camp staff member. (i.e. mowing/cleaning around buildings).
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be able to lift and carry 50lbs individually, and team lift 100lbs.
- Must have the ability to drive large vehicles with trailers
- Must be 21 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- Must have a minimum one year or season experience with minor maintenance and landscaping.

DIRECTLY SUPERVISES

- None

ADDITIONAL NOTES

- None