

**MENDOCINO WOODLANDS CAMP ASSOCIATION**  
**JOB DESCRIPTION**

**JOB TITLE:** MAINTENANCE SPECIALIST (MENDOCINO WOODLANDS)  
**REPORTS TO:** PARK OPERATIONS DIRECTOR  
**DURATION:** YEAR ROUND – FULL TIME  
**COMPENSATION:** HOURLY WAGE

Mission Statement

Mendocino Woodlands Camp Association is dedicated to the operation, maintenance and preservation of the historic structures and special forest communities at the Mendocino Woodlands State Park, to be used for environmental education and organized group camping, so as to enrich the lives of all who visit here.

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel.*

**OVERALL RESPONSIBILITIES / SUMMARY**

The MAINTENACE SPECIALIST position will have primary responsibility for assisting the day-to-day and long-term operations of the camps located in the Mendocino Woodlands State Park, a National Historic Landmark, operated by the Mendocino Woodlands Camp Association (MWCA), a nonprofit organization. The MAINTENACE SPECIALIST position will insure that the camp is stocked with adequate supplies, will complete cleaning, repairs and other tasks for the camp, will assist any Woodlands staff as needed and will interact with campers, other staff, State Parks employees, volunteers and the public.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Perform repairs in camp.
- Clean the washhouses, kitchen, cabins and other buildings throughout the year.
- Communicate effectively, in writing and verbally, with the staff regarding camp needs and priorities and all other relevant work-related matters.
- Drive a MWCA work vehicle.
- Request assistance from the Park Operations Director and/or other MWCA staff when needed.
- Stock washhouses with supplies such as toilet paper, paper towels and cleaners.
- Stock kitchen/dining hall with supplies such as dish soap, dishwasher chemicals, cleaners and paper towels.
- Inform and assist the Woodland's staff with maintaining adequate stock of kitchen/dining hall equipment such as dishes, silverware, serving bowls, pots and pans.
- Participate in regularly scheduled staff meetings.
- Use various hand tools to perform repairs and for other tasks (including but not limited to: hammer, wrench, saw, axe, shovel).
- Use various power tools to perform repairs and for other tasks (including but not limited to: chain saw, hydraulic wood splitter, circular saw, drill, wood shop tools).

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- Prepare camp for camp groups, including cleaning, painting, paperwork and other tasks.
- Greet camp groups upon arrival and be available to answer and address any needs of the campers.
- Check maintenance request forms at least twice per day (when a camp group is in).
- Organize and assist with checkout of camp groups.
- Work with the MWCA staff to continually develop the Woodlands maintenance plan.
- Assist with the maintenance of MWCA vehicles
- Review, understand and adhere to MWCA's "Employee Handbook" and "Health and Safety Guidelines for Employees".
- Keep work areas organized, well stocked and in working condition.
- Use appropriately and insure proper charging of a two-way handheld radio.
- Utilize personal protective equipment and implement other safety guidelines as needed for tasks.
- Insure, through proper communication, that camp needs will be met during days off or other absence.
- Other duties as requested.

**MINIMUM JOB REQUIREMENTS**

High school diploma (or equivalent) and some experience related directly to the duties and responsibilities specified. Experience in a camp/recreation facility setting preferred.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (see also Description of Employee's Physical Job Duties)**

- Knowledge of maintenance, building trades and repair techniques.
- Ability to perform basic maintenance tasks, including cleaning, plumbing, carpentry, electrical work and painting.
- Ability to use various hand tools for repairs and other tasks.
- Ability to use various power tools for repairs and other tasks.
- Skill in establishing priorities and organizing resources.
- Ability to communicate effectively, verbally and in writing, with the Operations Director and other MWCA staff.
- Knowledge of safety requirements and concerns related directly to the duties and responsibilities specified.
- Ability to safely operate a vehicle on dirt roads.
- Ability to perform basic maintenance on a vehicle, such as fueling, monitoring fluid levels and keeping the tires properly inflated.
- Knowledge of vehicle maintenance tasks, such as changing the fluids, changing a tire, replacing a belt and replacing light bulbs.
- Knowledge of basic appliance operation and maintenance (including stoves/ovens and refrigeration units).
- Strong interpersonal and communication skills to live and work effectively with other MWCA staff.
- Strong interpersonal, communication and customer service skills to work effectively with campers.
- Ability to perform duties independently.
- Ability to occasionally work evenings (as needed for emergency repairs or other circumstances).
- Ability to work weekends and some holidays, especially during the summer months.

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- Ability to complete and maintain written records and other necessary paperwork.

**CONDITIONS FOR EMPLOYMENT**

1. Successful candidate may be required to submit to post offer, pre-employment physical examination/medical history check.
2. Successful candidate may be required to submit to post offer, pre-employment background check
3. Possession of a valid driver's license and DMV driving record for purposes of employment is a requirement for this job.

**WORKING CONDITIONS AND PHYSICAL EFFORT**

- Work requires the ability to safely lift and move 50 pounds.
- Work requires extensive driving on the roads through camp and to other locations nearby. (The main roads are rough and bumpy but are adequately maintained. Roads to some areas are not well maintained and are quite rough.)
- Work environment includes some exposure to hazards and physical risks, which require following basic safety precautions.
- Work involves moderate exposure to unusual elements, such as dirt, dust, fumes, smoke, sawdust, septic systems, cleaning agents, propane and/or loud noises.
- Work requires extensive walking, including walking to buildings in camp, climbing stairs and navigating trails in the woods, often on uneven terrain.
- Work requires occasional use of a ladder (extension ladder or step ladder).

**CONTACT INFORMATION**

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