

PYOCA CAMP AND RETREAT CENTER  
POSITION DESCRIPTION

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**MAINTENANCE STAFF**

**STATUS: PAID, PART-TIME, YEAR-ROUND**

**Purpose:** The MAINTENANCE position will be tasked with general facility maintenance, repair, safety inspection and record keeping, and light renovations. May also be tasked with occasional grounds keeping and housekeeping duties.

**Accountability:** The Maintenance position will report directly to the Senior Director.

**Qualifications**

- Minimum of 25 years old.
- Must work a flexible schedule which includes evenings and weekends.
- Ability to be "on call" for emergency repairs.
- Familiarity with general construction, plumbing, electrical and HVAC systems and of Pyoca facility infrastructure.
- Possess and maintain an acceptable driving record and current driver's license.
- Ability to pass a Criminal Background Check
- Physically able to:
  - Stand for 6 to 8 hour shifts.
  - Work outdoors in all weather conditions.
  - Travel the trails and roads that connect the various program elements and facilities of Pyoca Camp & Retreat Center grounds.
  - Able to lift 50 pounds above the waist and lift 40 pounds above their head.
- Proven effective experience managing various maintenance and construction projects.
- Practical experience operating basic construction equipment, landscaping equipment, and farm machinery.
- Must provide a minimum of two professional references.

**Responsibilities**

1. Maintain facilities to the highest possible standards of safety and appearance.
2. Perform mechanical duties to support Pyoca's vehicles and equipment.
3. Perform routine building maintenance.
4. Perform routine electrical, plumbing, and HVAC repair and maintenance.
5. Assist with routine housekeeping duties when needed.
6. Assist with supervision of projects for volunteer work groups.
7. Assist with routine grounds maintenance and care.
8. Assist in maintaining ACA Accreditation standards that relate to program and retreat guest groups.
9. Assist with inspections of fire alarms and other life safety systems.
10. Work within the confines of the repair and maintenance budget as set by the Senior Director and the Pyoca Advisory Council.
11. Other duties assigned.

**BENEFITS:**

- This is an hourly paid position, less applicable taxes. Accident insurance included.