

Sound View Camp and Retreat Center
Presbyterian Church (U.S.A.)
www.soundviewcamp.com



Job Title: Maintenance Specialist and Groundskeeper

Position and Site Description:

Sound View Camp and Retreat Center is set on 100 wooded acres in the Pacific Northwest. The camp is owned by the Presbyterian Church (USA), a Christian denomination with a strong focus on social and environmental justice. Sound View sweeps down to half a mile of beautiful waterfront acreage on Puget Sound. The grounds contain a large teaching garden, farm animals, nature trails through a mature forest and a biodiverse shoreline. Some of the activities offered are boating, a ropes course, archery, paintball, arts and crafts and gaga ball. Located forty minutes from the town of Gig Harbor, Washington, this would be considered a relatively remote, peaceful location.

The camp has a few main areas of focus: outdoor environmental education (with primarily school groups), family camping and retreats, and Presbyterian summer camping.

We are looking for a qualified maintenance specialist and groundskeeper who assists the Program and Outdoor Environmental Directors in offering a safe and comfortable experience for all Sound View Camp guests. This person will be called upon to make repairs to guest room and outdoor spaces as necessary, including but not limited to kitchen, HVAC, electrical, carpentry and plumbing repairs. The Maintenance Specialist and Groundskeeper will do hands-on work and also support the oversight and coordination of any subcontractors. This person will ensure all spaces on the property are functional, safe, tidy, and code-compliant for all guests and staff.

This is a part-time, year-round position. Work can be done on weekdays or weekends based on the preference of the hiree and the camp lodging and activity schedule. Hiree will discuss and arrange their work schedule with their supervisors.

Hourly Salary and Benefits:

- \$30-32 per hour depending on experience and qualifications
- 20 hours per week
- Meals when food service is provided to guests
- Possibility of onsite living (in your own RV or rustic room) depending on personal needs

Reports to: Executive Director (currently will be reporting to the Program and OEE Directors until a new Executive Director is hired)

Essential Duties and Responsibilities:

GENERAL

- Monitor facilities and equipment for damage and provide upkeep, upgrades, and repairs as needed
- Prioritize urgent vs. routine needs
- Record tasks in daily maintenance logs or other record-keeping systems
- Create and maintain a calendar of monthly, seasonal, and annual tasks
- Communicate needs for parts and supplies according to staff procedure
- Coordinate with and oversee the work of subcontractors
- Maintain organized work areas and provide upkeep for tools

INDOORS

- Diagnose and repair interior of buildings, rooms and contents, laundry and kitchen/refrigeration equipment, lighting, heating (HVAC), ventilation and daily water treatment systems
- Perform routine preventive maintenance on guest rooms and building equipment
- Repair or replace broken or defective parts, bulbs and fixtures
- Undertake plumbing, basic carpentry (decking, siding, trim, stair and roof repair), painting, basic electrical (switches, lights, outlets) and mechanical work as necessary to maintain safe and efficient systems
- Assist other staff with large cleaning projects, including carpet/floor and high light fixture cleaning
- Other duties as assigned

OUTDOORS

- Perform small engine repair on tractors and mowers
- Keep patios, decks, sidewalks, steps and court surfaces swept and clear of debris
- Clean roofs and gutters; pressure wash sidewalks and building exteriors
- Keep trails, roads and public accessed areas clear of downed limbs and trees
- Occasionally cut grass, teach/supervise staff in using riding mower, and create mowing schedule
- Supervise youth and volunteer groups in basic trail maintenance
- Other duties as assigned

Required Qualifications:

- **High School Diploma, High School Certificate of Completion, or G.E.D.**
- **5 years experience working in maintenance and/or related field**
- Ability to work independently and prioritize urgent needs
- Calm under pressure, flexible, and adaptable to changing priorities
- Strong organizational skills
- Positive attitude, communication, and excellent interpersonal skills
- Basic English skills for communication with supervisors and coworkers
- Ability to work outdoors in any weather; enjoys being in nature
- Knowledge of safety standards and building codes
- Experience safely using power tools (chainsaw, hand saws, power drills)
- Ability to lift 60 pounds and walk ~5 miles a day
- Ability to climb stairs, ladders and scaffolding and to work at heights up to 30 feet
- Current driver license and car, as site has no access to public transportation
- Current First Aid and CPR (can complete after hiring)
- Must be able to pass background check and participate in child safety trainings
- Must be able to maintain a smoke-free and drug-free camp environment
- Commitment to the mission and goals of Sound View Camp

Desired Qualifications:

- **10 years experience working in maintenance and/or related field**
- Experience with small engine repair, including boat motors
- Experience working with diverse groups of children and adults
- Previous experience working with volunteers
- Familiarity with American Camp Association standards

Sound View Camp is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, religion, sex, gender identity, marital or veteran status, sexual orientation, age, political ideology, national or ethnic origin, disability, actual or perceived medical condition, or any other characteristic protected by applicable law.

Application Requirements:

Please email resume to nancyrosehouston@gmail.com and we will reply and possibly invite you to submit a cover letter and references. This is to minimize the need to write a cover letter to only those who meet our minimum qualifications.

Application Deadline: 2/15/25 (or until position is filled)

Start Date: 2/28/25 (or as soon as possible)