

Springfield Public Schools

Sky Camp Caretaker - REPOST - Full Time - Internal Candidates Only (18-19 C004)

JOB POSTING

Job Details

Title Sky Camp Caretaker - REPOST - Full Time - Internal Candidates Only
Posting ID 18-19 C004
Description

Springfield Public Schools seeks outstanding candidates for the position of Sky Camp Caretaker.

Sky Camp is a 100-acre outdoor education camp located on the shores of Fall Creek Reservoir. The camp consists of a main lodge, bath-house, seven chalets and an abundance of hiking trails to explore. This is an on-site, residence position that has responsibility for the security, maintenance, cleaning, sanitation, hospitality and day-to-day operation of Sky Camp. Beginning in July, 2000 the Springfield School District has been responsible for the camp's operations.

The on-site position is compensated with a monthly stipend, housing and paid utilities. In exchange for this compensation the resident caretaker is expected to maintain the camp, buildings and grounds at a high level. This position is responsible for greeting guests and ensuring that they understand how the facilities operate, as well as what the expectations are. This position is required to maintain presence on site during times when the camp is in use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other related duties as assigned.

1. Establish residency at Sky Camp during the duration of employment.
2. Ensure that all buildings are secure when not in use and provide necessary keys to rental guests for necessary access.
3. Conduct routine security inspections on a daily basis. Report any damage, vandalism or break-ins to SPS.
4. Perform facility cleaning, janitorial services, grounds maintenance, minor building repair and maintenance (including painting). In the event of inclement weather (snow, winds, etc.), hiking trails and groups will be inspected and debris cleared as needed.
5. Ensure the main lodge, bath house and chalets are clean, appropriately stocked with supplies and functional for rental guests.
6. Ensure that all systems are functional (electrical, heating, cooking, sewage, plumbing, etc.) are in good repair and ready for use. If there is a problem, report immediately to SPS.
7. Ensure that all utilities are turned off at the cabins when not in use or reserved for future use.
8. Greet rental guests and educate them regarding how the camp operates, the location of necessary items, understand and have the ability to communicate camp rules to visitors.
9. Required to maintain presence (or approved designee) on site during times when the camp is in use.
10. Perform general litter removal of the camp. Assure that trash storage does not attract animals.
11. Report any instances of injury, accidents, code violations, safety concerns or property damage.
12. Work closely with SPS District rental coordinator for group rental schedule and resolution of schedule conflicts.
13. Comply with the regular and scheduled routine duties for Sky Camp, provided by SPS.
14. Read and maintain familiarity with the Sky Camp Management Book.
15. Work in conjunction with state and local inspectors to ensure that Sky Camp is compliant with all required codes.

SUPERVISORY RESPONSIBILITIES

There are no supervisory duties associated with this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- **Education and/or Experience:** A high school diploma is required, as well as a thorough working knowledge of facilities, including carpentry services. Proven management experience and background. Previous supervisory experience in a related field preferred. Professional licensure or certification in one or all of the primary functions.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately communicate and work with students, staff, parents and community members. Ability to proactively problem solve and facilitate difficult conversations. Ability to maintain a high level of customer service skills and a problem-solving approach.
- **Reasoning Abilities:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form.
- **Computer Skills:** Strong computer skills preferred. Ability to utilize e-mail, spreadsheets, inventory, work order systems and document processing.
- **Other Skills and Abilities:** Knowledge of state fire prevention and building codes, preventative maintenance practices and procedures. Ability to exercise good judgment to meet timelines and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain a valid CPR/First Aid card, Oregon Driver's License, blood borne pathogen training and blood spill training. Ability and willingness to obtain other required certifications as requested by the District (i.e., asbestos, hazardous materials, etc.).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and smell. The employee must regularly lift and/or move up to 75 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery, equipment and hand or power tools.

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	1,000. Stipend / Stipend
<i>Location</i>	MAINTENANCE

Applications Accepted

<i>Start Date</i>	06/19/2018
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