**NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAM BOY SCOUTS OF AMERICA**

**STAFF JOB PROFILE**

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| **JOB TITLE:**  | **Maintenance Staff**  |

**JOB SUMMARY:**

1. Responsible for general maintenance and repair of Northern Tier equipment and facilities.
2. Supervises seasonal staff assigned to daily duty activities.
3. Coordinates recycling and other base cleanup activities.
4. Responsible for performing general maintenance and repair activities on the Northern Tier canoe fleet.

**PRINCIPLE RESPONSIBILITIES:**

1. Maintains base vehicles in safe and good running condition including rangers and trailers.
2. Monitor canoe fleet, make repairs and keep detailed records including registration and inventory.
3. Maintains condition and controls use of the hand tools and power tools of the base. Responsible for orderly plan of issue and return. Controls and ensures safe usage of power tools to qualified staff only.
4. Maintains Base facilities in good and safe condition which may include carpentry, general repairs, painting, replacing light bulbs, minor plumbing repairs, and other items as necessary.
5. Supervise and provide materials to Interpreters and other assigned staff to perform typical daily duty functions. These include but are not limited to: cleaning and/or supplying central visitor bathrooms, sauna building, and lodge; and any general duties needing staff support such as litter clean-up or major base projects.
6. Keep shop, maintenance yard, Canoe Yard and surrounding area clean, orderly, and free from hazards.
7. Assist in developing a maintenance plan for the base including opening and closing procedures, schedule of routine maintenance items, and diagrams of water, power, and plumbing lines.
8. Promote and maintain the Northern Tier work order system for scheduling needed repairs.
9. Maintain and supervise seasonal staff in use of fire suppression equipment of base including smoke detectors, fire extinguishers, fire tools, and water truck.
10. Supervise and train maintenance staff to assist with the responsibilities listed above.
11. Performs other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

**QUALIFICATIONS:**

1. Knowledgeable in safe use of power tools of the base including saws, drills, grinders, welders, and other normal power tools.
2. Carpentry skills and other maintenance related skills.
3. Ability to work with management with minimal supervision.
4. Ability to supervise other seasonal staff members.
5. Provide a completed Northern Tier Health and Medical Form
6. Be a registered member of the BSA, Scouts Canada, or the International Camp Staff Program.
7. If over 21, maintain a current and valid driver’s license in your state of residence and complete your appropriate base driver’s training course.

**POSITION REPORTS TO: BASE RANGER**

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 Signature Print name Date

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