

CONGREGATIONAL SUMMER ASSEMBLY (CSA) MAINTENANCE MANAGER

Reports to: Managing Director

Supervisory Function: Maintenance Assistants (2-3)

Purpose: Manage all custodial and upkeep of the CSA buildings and grounds, roads, tennis courts, beach parking areas and playgrounds, including the Assembly Building, Pilgrim Place, Pump House, Maintenance Shed, Meeting House and Crystal View. Proactively works to maintain and enhance these properties.

Job Type: Seasonal / Part Time 25 hours per week during 9-week CSA summer season (mid-June – mid August); approximately 120 hours off season recruiting and hiring staff, preparing buildings and grounds for opening and closing the season.

Skill and Knowledge Requirements:

- High school diploma or equivalent
- Skills, training, and/or experience in maintenance areas such as groundskeeping, landscaping, construction, equipment and vehicle maintenance
- Experience with custodial responsibilities; background in handling, mixing, and using cleaning chemicals; knowledge of occupational hazards safety rules
- Good communication skills
- Training and/or experience in staff training, supervision, and mentorship
- Basic computer and technology skills including word processing, email, web-based research, and smartphone usage
- Knowledge of government laws and CSA guidelines for employee safety, i.e. equipment use, age restrictions
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff.

Essential Functions

- Custodial Responsibilities
 - Ensure the interior of the Assembly Building, the Office, Meeting House and Pilgrim Place are checked daily for cleanliness including the restrooms, floors, walls, trash. Performs heavy cleaning duties - dusts furniture, walls, and equipment; sweeps, mops, scrubs, or vacuums floors; scrubs, sanitizes, and supplies restroom facilities; cleans windows
 - Empty trash receptacles in the buildings & on the grounds including those at the tennis courts, Lake Michigan and Crystal Lake beaches
 - Prepare and clean up the Meeting House for Sunday services and special events (weddings, concerts, operettas, stunt nights, memorial services)
 - Set up and take down of tables, chairs, projections screen etc. for presenters, programs and events in the Meeting House, Assembly Building and other locations on CSA grounds
 - Monitor all work areas for potential necessary repairs or improvements
- Maintain all physical aspects of the CSA:
 - Ensure the exterior of the Assembly Building, Meeting House, Pilgrim Place, Crystal View and all Tennis Courts are checked daily for cleanliness or necessary repairs
 - Mow grass in all public areas including the ballfield and shoulders to M-22 from the Crystal View to the south end of the field, areas surrounding Lake MI tennis Courts and parking area
 - Trim shrubs and easily accessible, minor tree trimming; rake and remove leaves and litter as needed
 - Maintain and improve outdoor common areas including sidewalks, parking areas, walking paths, trails, walkways, benches

- Oversee the management and organization of the Maintenance Shed
- Paint and make minor repairs to buildings and equipment as needed
- Work with the Managing Director and Building and Grounds Committee serving as a resource for ideas and improvements to make the maintenance work more effective and efficient
- Participate in the hiring of, and provide supervision and training to, Maintenance Staff including tracking hours worked and the weekly submission of those hours to the Office
- Ensure staff use proper safety equipment for the job. i.e., safety glasses and ear plugs for mowing, blowing and trimming

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.