



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Operations Team Member

Department: Operations

Reports to: Chief Operating Officer

Status: Full Time, Year-Round

Location: Based at Camp in Lake Hughes

Date updated: 10/12/2021

Description: We are searching for a highly motivated and experienced individual to join our Operation's Team. Must have experience in plumbing, HVAC, electrical, mechanical, and general maintenance. The ideal candidate will have at least five years of relevant work experience.

Summary: To assist in managing the maintenance of all camp facilities and equipment, including buildings, vehicles, water systems, kitchen systems. Duties include supporting the facilities work team and housekeeping team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assisting with General Operations Duties:

- Routinely inspects buildings and equipment to maintain such in good working condition and in compliance with all health and safety standards.
- Helps in facilitating maintenance tasks and projects to be done by facilities staff or qualified outside contractors once approved by Chief Operating Officer.
- Writes/updates procedures for routine maintenance tasks.
- Helps with maintaining emergency fire and safety equipment on camp.
- Maintenance on all Camp vehicles and golf carts.

Assists in Maintaining Good Standing with State/Federal/ACA Standards and Regulations

- Communicates with the Chief Operating Officer, LA County Building and Safety and fire departments of Lake Hughes to ensure compliance with all health and safety standards and regulations.
- Assists in submitting requisite reports on water and septic in a timely manner to Facilities and Operations Manager appropriate federal and state offices.
- Helps maintain Camp's compliance with all federal, state and American Camping Association regulations and standards.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty 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 functions.

LANGUAGE ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

MATH ABILITY:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have basic knowledge of computers. Including Microsoft Outlook and Microsoft Word programs.

CERTIFICATES AND LICENSES:

No certifications needed

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk.

REQUIRED EXPERIENCE:

- Able to accurately diagnose and correct problems with plumbing, electrical, and HVAC systems.
- Able to perform routine building maintenance tasks in a timely manner, including but not limited to light construction, structural repair, and scheduled preventative maintenance
- Working knowledge of workplace safety and illness and injury prevention practices
- Minimum of five years hands on experience in related position.

Salary commensurate with experience

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at Christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.