



Job Posting: Maintenance Staff

Camp Oochigeas is a privately funded, volunteer-based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, 'Ooch' has been providing magical camp experiences to thousands of children affected by childhood cancer. Camp Oochigeas provides on-site chemotherapy and blood work to our camper population during their stay at our 400-acre facility in Muskoka, ON. The Camp also provides year-round activities at The Hospital for Sick Children in Toronto and other pediatric oncology centres across Ontario as well as for children living in the community. The Camp has experienced strong strategic growth in the last few years and is offering more activities in order to better serve our community. This incredible organization has an open position for a Maintenance Staff.

What the position is about:

The Maintenance Staff will be doing the overall maintenance and repair of the residential camp facilities.

Specific Day-to-Day Tasks

1. Planning & Coordination (5%)

- a) Assist manager with the planning and coordination of an annual schedule for site maintenance and repair as well as supporting annual strategic planning and budgeting.
- b) Assist manager identifying and coordinating ongoing work list for site maintenance and repair.
- c) Periodically supervise small work crews of staff and volunteers during the summer season and work camp sessions.

2. Site Maintenance and Repair (95%)

- a) Work with all other maintenance, housekeeping and administrative staff.
- b) Make sure all buildings are in good shape and identify and facilitate repairs where necessary tracking through the site.
- c) Perform routine site checks and document deficiencies.
- d) Work with the manager to prioritize daily repair schedule, complete repairs and provide the MRO closing out the maintenance ticket once repairs are completed.
- e) Routinely check HVAC, water heating and wastewater systems; perform routine maintenance on those systems and notify MRO when systems are not operating properly or stock of relevant supplies is getting low.
- f) Change light bulbs and clean and change light covers as needed.
- g) Paint exterior/interior of old buildings as needed and directed by the MRO.
- h) Monitor and maintain the storage, care and inventory of all tools.
- i) Maintain drainage, roads, lawns and pathways on the Camp property.

- j) Assist with the monitoring and clearing of trails.
- k) Maintain and regularly test the drinking water systems; document findings; and immediately notify manager when systems are not working properly and when stock of relevant supplies is low.
- l) Monitor the septic systems and ensure they are maintained at all times.
- m) Remove snow around buildings and paths; sand and remove icicles from buildings as needed.
- n) Monitor and maintain the security of all buildings as well as the site.
- o) Perform routine support vehicle checks and ensure all vehicles are in good repair; identify repairs when needed; help keep inside and outside of vehicles clean.
- p) Collect garbage from all buildings; transport garbage to collection bins on a daily basis.
- q) Prepare the site for camper use and for rental groups during the off-season.
- r) Prepare the site for spring/summer use and for the fall/winter season (e.g. set up/winterize/store boats and motors; swim dock furniture/equipment).
- s) Provide on-call support for maintenance and emergency issues during the summer months as well as the rental season.
- t) Clear out site drainage systems on a regular basis.
- u) Assist in keeping the Maintenance Building clean and tidy.
- v) Do such other maintenance and housekeeping tasks as the MRO may direct.
- w) Assist in creating, gathering and maintaining information and documentation related to the duties described above.

Experience and Qualifications

The right candidate will have:

- a) A good understanding of building construction, electrical work, plumbing and septic systems.
- b) Carpentry skills.
- c) A basic understanding of the Ontario Building Code.
- d) An aptitude for the operation and maintenance of camp machinery, vehicles and tools.
- e) General knowledge of landscaping.
- f) Working knowledge of small drinking water treatment systems and current certification as a Small Drinking Water Systems Operator (or readiness to obtain and maintain that certification).
- g) Current WHMIS, Standard First Aid, working at heights, and basic health & safety certifications (or readiness to obtain and maintain those certifications).
- h) Valid driver's license.
- i) Ontario Boaters License
- j) High school diploma.
- k) Fit to work in a rigorous and physically demanding work environment; able to regularly:
 - use maintenance, housekeeping, lubricant and finishing products (e.g. cleaners, paints, varnishes, thinners, grease, oil, gasoline, solvents, chemical compounds) in dry, liquid, powder, spray and aerosol forms;
 - operate motorized equipment (i.e. John Deere Gator, cars, tractors, SUVs, walk-behind snow blowers);
 - walk, stand, bend over, reach fully overhead, crouch, kneel, shovel snow, twist at waist, lay on back and stomach, and sit at a desk .
 - maintain balance on sloped, cluttered and uneven surfaces.

- lift a 66 lb. weight and carry it 200 feet.
 - climb ladders and work at 2 storey heights.
 - climb stairs and step into and out of vehicles.
 - operate power tools, including table, circular, reciprocating and chain saws.
 - do simple vehicle checks/refills; e.g. gas, lubricants, washer fluid.
 - work in narrow, confining and enclosed spaces.
 - work in conditions that include, or will create, dirt and dust.
 - work outdoors in Rosseau-area winter conditions.
- l) Comfort working in a medically based camp environment.
- m) An understanding of the workings of a camp site and the elements of a camp program.

Nice to Have's:

- a) Experience in service role.
- b) An understanding of the power of camp.

Particular Working Conditions

- a) The incumbent must, due to the nature of the work and responsibilities, reside no further than one hour's safe-driving distance from the facilities (Rosseau, Ontario).
- b) The Maintenance Staff must be available to work evening and weekends as well as overtime and on statutory holidays.
- c) In consideration of the population Camp Oochigeas serves, the Maintenance Staff is a non-smoker.
- d) Must be and remain insurable under the organization's auto insurance policy.
- e) Must provide and maintain a clear vulnerable sector police records check
- f) Must satisfy initial and ongoing medical requirements