



Maintenance Coordinator Job Description

794 Alta Powerhouse Rd. | PO Box 628, Alta, CA 95701

530-389-8710 | FAX 530-389-2511

campalta.org | info@campalta.org

Camp Alta has an exciting opportunity for a Maintenance Coordinator (MC) to join our organization. The position is a permanent part time salaried position working 15-20 hours per week. We offer a meaningful work environment, partnering with 80 plus organizations to host diverse events on our 20 acre 13 building site. Our desire is to find someone who would join us in fulfilling our mission to share Christ's love through the boundless ministry of hospitality.

Responsibilities include, but are not limited to: The Maintenance Coordinator position supports our Facility Manager and coordinates our general facility needs. He/She will be an individual who has a unique blend of skills and competencies that contribute to maintaining our grounds, buildings and equipment. The MC would be a person who is capable of troubleshooting problems both individually and collaboratively.

Job Qualifications

The following are required:

- Two to Three (2-3) years of maintenance or related work experience
- A high school diploma, GED, or equivalent
- Problem solving skills, teamwork skills, and excellent communication skills
- Willingness to work in a variety of areas (grounds, housekeeping, and facilities)
- Willingness and ability to work necessary hours required during seasonal peaks
- Able to climb and/or work in elevated areas; standing or sitting for extended periods
- Able to work both outdoors and indoors in hot, cold, wet and dry conditions
- Able to lift up to 50 lbs. and complete work that involves repetitive motion and/or lifting
- Driver's license and reliable transportation
- Maintenance and upkeep of Camp Alta's roads, trails, fields, and overall landscape
- Perform related duties as assigned.

The following are preferred:

- Two-year technical degree or equivalent training
- Previous experience in a maintenance, carpentry, or landscaping role
- Ensure prompt conflict resolution, work order completion, guest satisfaction
- Self-directed, strong organizational skills, and detail oriented
- Contribute to a positive team environment for the facilities team by sharing Christ's love.

For more information, please visit us at www.campalta.org



**794 Alta Powerhouse Road PO Box 628
Alta, CA 95701
530 389-8710 FAX: 530 389-2511 info@campalta.org**

Employment Application

Application Date: _____

APPLICANT INFORMATION			
Last Name	First	M.I.	Gender
Street Address		Mailing Address	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Date of Birth (Mo/Day)	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
-----------	------