

Company Information

Employer/Company Name: St. John Bosco Wilderness Camp
Your Title: Camp Manager
Contact Name: Bernie Vossen
Address: Box 3002
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 3S9
Telephone/Fax Number: 1-844-SJBOSCO
(1-844-752-6726)
Website: <http://www.johnboscocamp.com>
Email Address: manager@johnboscocamp.com

Job Information - Maintenance Supervisor

Position Title: Maintenance Supervisor
Responsible To: Camp Manager
Location: Smeaton, Saskatchewan
Apply By: May 1
How to Apply: Mail, fax or e-mail a resume and a camp application form. Application forms can be obtained at <http://www.johnboscocamp.com/jobs.html>. Contact manager@johnboscocamp.com with any further inquiries.

Minimum Qualifications:

- At least 18 years of age.
- In possession of a Class 4 Saskatchewan Driver's License.
- To possess and demonstrate competent experience in operating gas tractors, sewer trucks, chain saws, power tools, propane stoves, water heaters, refrigeration and cooling units.
- Must have mechanical, carpentry, plumbing, and electrical

skills for general upkeep of camp grounds and equipment.

- Familiar with outboard electric motors and motor operation.
- Be able to work in a group environment in a summer camp setting.
- Knowledge and experience of the wilderness and working with children is preferred.

Salary:

- \$250 to \$285 based on experience and qualifications

Duration of employment:

May to August, exact dates to be determined

Start Date:

Mid May, exact date to be determined

Specific Responsibilities:

- To maintain camp buildings and grounds.

Buildings

- To check buildings for fire extinguishers.
- To replace all light bulbs.
- To check that "Fire Policy" and "General Emergency Policy" descriptions are properly displayed on every building.
- To ensure that garbage is emptied daily.
- To burn dry garbage at camp incinerator in the evening.
- To bring wet garbage to Lower Fishing Nuisance Ground.
- To empty and clean slop pails and sinks behind the kitchen after every meal.

Sites

- To clean and assess camp and get it ready for operation.
- To prevent erosion where possible.
- To check area for any trees that may have fallen on lines or buildings.
- To see if any vandalism or physical damage has occurred to grounds or buildings.

Equipment

- To maintain camp equipment.
- To help in the care and maintenance of outtripping equipment.
- To check docks, fridges, boats, canoes, toilets, etc. regularly and repair them if necessary.
- To care and repair tents when needed.
- To maintain fuel and oil levels in vehicles, motor boats, etc.
- To ensure that all power tools are in working order.

Vehicles

- To maintain cleanliness and workings of all camp vehicles.
- To service all vehicles at regular intervals.
- To wash and clean vehicles when needed, especially after outtrips.
- To maintain essential services operations of water flow and distribution, refrigeration and cooling, kitchen stoves, electrical supply, and sewer services.
- To repair and start all electrical and water systems at the start of the year.
- To empty septic tanks or arrange for Caribou to do it.
- To walk and check all power lines, water mains, water heaters, propane lines, etc. at the start of the season to ensure that they are undamaged or broken.
- To turn off all gas valves and main power breakers in every building at the start of the season to check for damage.

Driving

- To drive and retrieve outtripping groups to and from their destinations.
- To drive equipment, food, and groups to and from their

destinations in cooperation with the Camp Manager, Camp Director and Supplier.

Financial

- To manage finances and receipts pertaining to maintenance, and report to Camp Manager on a regular basis.
- To ensure that stated items were indeed purchased.
- To state clearly the various headings with the accurate amounts.
- To sign bills or statements and give them to the Camp Manager.
- To clear beforehand all major spending with the Camp Manager.

Expectations:

- Do regular maintenance around camp as needed. This includes repairs to buildings or other areas that might need it. A page for staff to write maintenance requests should be posted in the Mess Hall on the bulletin board that is on the door.
- Clean all out houses and the Spa once a day, mop and clean all toilets, check toilet paper and keep fully stocked, replenish soap and hand sanitizers at each area when it is need, empty all the small garbage cans at the spa. All cleaning supplies for the outhouses and the spa are to be kept behind the Mess Hall in the area where the washing machine is.
- Sweep and mop the Mess Hall once a day, if needed extra cleaning should be done due to weather conditions.
- Sweep and mop the kitchen daily.
- Fill the outside washtubs before every meal; wash, rinse, sanitize (1 cap full of bleach for every 1 gallon of water). Use just hot water since the water will cool down before campers come out to wash their dishes. Once campers are done their dishes empty and clean out the washtubs. Empty the slop pail into the grey water, then rinse out the pail. Sweep the

concrete area around the sinks.

- Do the kitchen laundry when necessary.
- Empty garbage cans and recycling bins when needed. Do garbage runs to the dump when necessary. Store the recycling until it can be taken to Prince Albert.
- In summer- drive the camper's bags down to their sites and leave them on Newton's Trail at the top of the trail to the appropriate site for each group.