

### **Company Information**

Employer/Company Name: John Bosco Wilderness Camp

Hiring Manager: Karen Babcock, Camp Manager

Address: PO Box 3002  
Saskatoon, SK  
S7K 3S9

Telephone/Fax Number: 1-844-SJBOSCO  
(1-844-752-6726)

Website: [www.johnboscocamp.com](http://www.johnboscocamp.com)

Email Address: [manager@johnboscocamp.com](mailto:manager@johnboscocamp.com)

### **Job Information - Maintenance Supervisor**

Position Title: Maintenance Supervisor

Responsible To: Camp Manager

Location: Zeden Lake, Narrow Hills Provincial Park, Saskatchewan.

Apply By: April 15 each year

How to Apply: Online application forms can be completed at  
<https://johnboscocamp.com/jobs/>

Contact [manager@johnboscocamp.com](mailto:manager@johnboscocamp.com) with any further inquiries.

### **Minimum Qualifications:**

- criminal record and vulnerable sector check
- At least 18 years of age.
- In possession of a Class 4 Saskatchewan Driver's License (or willing to obtain one)
- To possess and demonstrate competent experience in general upkeep and use of power tools, propane stoves, water heaters, refrigeration, and cooling units.
- Must have general mechanical, carpentry, plumbing, and electrical skills for general upkeep of campgrounds and equipment.
- Able to work in a summer camp group environment.
- Knowledge and experience of the wilderness and working with children is preferred.

**Salary:** \$275 to 320/week plus room and board. Please contact [manager@johnboscocamp.com](mailto:manager@johnboscocamp.com) for further information.

**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 the areas 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 facilitate the emptying of septic tanks
- 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 on 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 outhouses 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 needed, 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.