

# Cannon Beach Conference Center

## Job Description



---

**Job Title: Maintenance and Grounds Assistant**

Department: Maintenance Pay range: \_\_\_\_\_  
Maintenance Manager and  
Reports to: Grounds Supervisor Category: Conference Assistant  
Date approved: April 2018

---

### General Position Summary

Act as a general maintenance serviceman from October through March, and grounds assistant from April through September.

---

### Essential Functions/Major Responsibilities:

#### October through March

- Respond to maintenance requests from lists posted in various CBCC buildings and as otherwise requested.
- Repair and maintain buildings as needed – guest, staff and storage.
- Repair and maintain appliances as needed – residential and commercial.
- Assist with repair and maintenance of vehicles as needed.
- Perform preventative maintenance of conference buildings and equipment.
- Maintain order in the maintenance inventory and storage areas.
- Assist in moving furniture and equipment and other set-up functions.
- Assist in building projects.
- "On-call" for off-hours maintenance needs about one week per month.
- Work in cooperation with volunteers
- Support CBCC safety program:
  - Work in accordance with all OSHA regulations and CBCC safety plans and procedures so as to not injure self or others.
  - Monitor coworker and volunteer compliance with OSHA regulations and CBCC safety program.
  - Notice, report and repair unsafe conditions.

#### April through September

- Maintain flowerbed planting and care of annuals, perennials, shrubs, trees and lawns including application of pesticides
- Supply firewood as needed
- Perform day to day greenhouse operations (growing flowers from seed, fertilizing, watering, pest control)
- Assist with other landscaping projects.
- Perform minor repairs and routine care and maintenance of grounds department tools and equipment
- Collect conference center garbage from grounds and staff housing and deposit into trash compactor

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

- Collect recyclables from grounds collection sites; transport via tow trailer to city recycle center.
  - Work with and oversee volunteers as needed.
  - "On-call" for off-hours maintenance needs about one week per month.
  - Perform all duties in accordance with OSHA safety standards.
- 

### **Secondary Responsibilities:**

- All other duties as assigned.
- 

### **Qualifications/Skills Required:**

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Flexible.
- A helpful attitude with good interpersonal and communication skills.
- Able to work Saturdays during the months of June, July and August and rotate working Sundays watering in the greenhouse and outside as needed year-round.
- A valid driver's license and a clean driving record for the past three years. Ability to safely maneuver trailers and able to drive a van or pickup for supplies.
- Mechanical aptitude with some knowledge of electrical, plumbing, heating systems, and appliance repair.
- Carpentry aptitude.
- Good reading and general math skills.
- Ability to work with minimal supervision.
- A good eye for detail
- Able to operate a variety of gas or electric power tools and equipment safely.
- Physical fitness ability to do extended labor outdoors during inclement weather; ability to perform extensive periods of walking, bending, lifting, kneeling and digging are required.

**Physical Demands:**

Sit	0	Consecutive hours	0	Total hours per day
Stand/Walk	4	Consecutive hours	8	Total hours per day
Employee may alternate between sit/stand as needed.				
<input type="checkbox"/> Only uses left hand/arm		<input type="checkbox"/> Only uses right hand/arm		<input checked="" type="checkbox"/> Uses both hands/arms

  

	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	Up to 250 yards			
<b>*Key</b>				
<b>Occasionally</b>	<b>Frequently</b>		<b>Continuously</b>	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor or HR signature \_\_\_\_\_ Date \_\_\_\_\_