

POSITION DESCRIPTION

Position:	CHQ Maintenance Assistant Manager
Department:	Maintenance
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	CHQ Maintenance Manager
Desired Availability:	May 15 – August 16

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

Assist the CHQ Seasonal Manager to manage and work with a team of Philmont staff who perform routine preventative maintenance and repairs to Philmont structures, mechanical equipment and utility systems. The objective is to become effective member of the maintenance team, keeping public buildings and facilities in the Base Camp area fully operational. As a team addresses cleanliness of Shower houses by cleaning them twice daily

Primary Duties & Responsibilities

- Skills in carpentry, electrical, plumbing, welding, or possessing a practical mechanical aptitude are a plus but not required.
- Possess the ability to perform basic household type repairs.
- Assist in maintenance of scheduled facility operations
- Complete daily, weekly and monthly checklists.
- Respond to emergency maintenance requests as required.
- Maintain records of scheduled maintenance procedures.
- Ability to apply basic mathematical skills in all units of measure
- Ability to interpret basic drawings and schematics.
- Possess good oral and written communication skills
- Ability to carry out detailed instructions.
- Possess above average problem-solving skills

- Understand that wearing PPE (Personal Protective Equipment) is a mandatory requirement when there is a potential exposure to fumes or airborne particles, loud noise, chemicals, adverse weather conditions, electrical equipment and/or vibration.
- Assist the Seasonal Manager to manage and oversee the daily tasks of a group of seasonal staff members and report to the CHQ Full time staff with reports, findings, material requests, etc. each day.
- Work with your full time direct report and Seasonal Manager to develop and plan work schedules and prioritize daily tasks
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Ability to prioritize tasks and ask for help when needed
- Maintenance experience suggested
- Previous management experience is a plus, but not required

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Must be physically fit and able to lift and/or move up to 75 pounds
- Must be comfortable in working in hot or humid conditions and high places
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 9/11/2025