

**BASE CAMP MAINTENANCE STAFF
POSITION DESCRIPTION**

POSITION CONCEPT

Perform routine preventative maintenance and repairs to Philmont structures, mechanical equipment and utility systems. The objective is to become effective members of the maintenance team, keeping public buildings and facilities in the Base Camp area fully operational. Seasonal maintenance staff report to the full-time maintenance foreman.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

PRINCIPLE JOB REQUIREMENTS

- 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
- Be physically fit and able to lift and/or move up to 75 pounds.
- Be comfortable in working in hot/or humid conditions and high places.
- 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 with all other duties as assigned to ensure that the mission of the Philmont Scout Ranch is carried out