

Forest Springs Camp & Conference Center
MINISTRY DESCRIPTION

POSITION DESCRIPTION:

Title: Vehicle Maintenance Specialist

Purpose:

Status: A missionary staff position

RELATIONSHIPS:

Responsible To: Maintenance Director

Direct Charges:

Other Key Relationships:

- Executive Director

QUALIFICATIONS:

General:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with Camp Forest Springs' philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to serve the needs of camp, including campers and guests, with excellence and a generous spirit, even when personally inconvenient to do so, and be willing to go the extra mile (Matt. 5:41).
5. Is flexible and able to work with campers and other staff members.

Specific:

6. Has the ability to work with and supervise others.
7. Has a view of mechanical maintenance as a servant ministry.
8. Has an attitude of excellence.
9. Has a working knowledge of vehicles, equipment and equipment operation.
10. Has knowledge in basic body repairs of vehicles.

RESPONSIBILITIES:

General:

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, campers, and staff to reflect favorably upon the Lord and Camp Forest Springs.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Aid in keeping the work area clean and orderly at all times.
4. Function as an instructor in the LTD program as requested and the schedule permits.
5. Develop and operate from standards of performance.

6. Promote Camp Forest Springs in churches as requested by the communications department and as the schedule permits.
7. Be available to help in other areas of camp as needed and the schedule permits.
8. Improve skills as needed and be familiar with office equipment and software

Specific:

9. Be responsible for the maintenance shop:
10. Be responsible for maintaining all vehicles and equipment:
11. Maintain the two back-up generators so they are ready to go at any time.
12. Maintain the following small equipment (e.g., snowmobiles, four wheelers, lawn mowers.)
13. Meet regularly with the maintenance director.
14. Be responsible for yearly budget proposals.
15. Keep designated storage areas clean.

(2/25/07)