

**OCEAN LAKES FAMILY CAMPGROUND
GENERAL MAINTENANCE**

- A. REPORTS TO:** Maintenance & Facilities Manager
- B. PURPOSE OF POSITION:** Upkeep of electrical, water and sewer operations at all Jackson Companies properties on a year-round, 24-hour basis.
- C. CLASSIFICATION:** Full Time – Hourly– Non-Exempt – Pay Grade 9
- D. DEPARTMENT:** Facilities Maintenance
- E. DUTIES AND RESPONSIBILITIES:**
- Installs and repairs all electrical equipment up to 230 volts-3 phase power.
 - Repairs all water breaks and all sewer blockages.
 - Installs water valves weighing approximately 150 lbs.
 - Is required to hand dig ditches for electrical and water services.
 - Climbs ladders from 6-foot stepladders to 24-foot extension ladders and performs work as required.
 - Is available to take calls on a 24-hour rotating basis.
 - Trains new maintenance personnel and helpers.
 - Responds to any fire call that comes through Ocean Lakes Family Campground office.
 - Provide outstanding guest service at every opportunity.
 - Promote a positive relationship with team members in all departments and divisions.
 - Understanding of internal controls.
 - Maintain confidentiality of information.
 - Ability to interact well with others in a team environment.
 - Additional duties as assigned.
- F. SAFETY RESPONSIBILITIES AND REQUIREMENTS:**
- Actively demonstrate, encourage, train and model safety rules and guidelines, in accordance with Company, along with local, state and federal law requirements.
 - Investigate loss producing incidents and review prevention recommendations with all employees.
 - Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.
 - Report safety or hazard concerns to management.

- Report any work-related injury to management.
- Take personal responsibility for safety every day.

G. QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:

- Must have reliable transportation.
- Must have a valid driver's license.
- Must have the ability to work on site for all scheduled hours.
- Positive attitude.
- Physical requirements should include frequent lifting up to 50 lbs, pushing, pulling climbing, digging, and bending. As well as, work in a bucket truck that extends 40'.
- Physically able to stand, sit, and walk for extended periods of time.
- Must be able to perform outdoor physical labor in varying weather conditions.

H. SCHEDULE:

- Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or holidays as well as overtime hours as necessary.
- Available to take calls on a 24-hour rotation basis. Available to take emergency calls for complex issues.

General sign-off: This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____