

<b>TITLE:</b>	<b>Property Maintenance Assistant</b>
<b>REPORTS TO:</b>	<b>Property Manager</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt, Full-Time</b>
<b>COMPENSATION:</b>	<b>\$12-\$15 per hour</b>
<b>LOCATION:</b>	<b>Chesapeake, VA</b>
<b>POSTED:</b>	<b>March 20, 2019</b>
<b>CLOSING:</b>	<b>until filled</b>

### ABOUT OUR ORGANIZATION

Girl Scouting builds girls of courage, confidence, and character who make the world a better place. We are one of 112 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. Headquartered in Chesapeake, Virginia, Girl Scouts of the Colonial Coast serves almost 12,000 girls in grades K-12 throughout southeastern Virginia and northeastern North Carolina. With the guidance of dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together.

### SUMMARY OF POSITION

The property maintenance assistant provides maintenance, repair, improvement, and security at *A Place for Girls* and the Peninsula Service Center and assists with other Council properties as directed. They also assure that all facilities are aesthetically and environmentally maintained.

### ACCOUNTABILITIES

- Maintain and make improvements to grounds, facilities, and equipment as directed. May include cutting grass, removing tree debris, maintaining trails and docks, minor electrical/plumbing repairs, and painting.
- Assist with the opening and closing of camp facilities such as taking down and setting up tents, pool chemical balancing, and preparing for required inspections.
- Check regularly on condition of all buildings, facilities, equipment, and grounds to keep property ready for use, including identifying situations that may pose a risk to users, i.e. power lines, animals, insects, snakes, plants.
- Monitor site for damage caused by weather or vandalism and report findings to supervisor.
- Use and maintain Council vehicles and equipment including small motors (mowers, blowers, cutters).
- Complete facilities preparation per reservation requests and provide excellent service to customers.
- Assist in moving materials, supplies, and equipment to appropriate areas within/to sites as needed.
- Assist with maintenance and inventory of supplies.
- Participate in required safety training.
- Maintain areas for trash collection, gas, and electric services.
- Comply with OSHA, GSUSA, and Council policies, standards, guidelines and apply risk management procedures within all areas of job responsibilities to help ensure the safety of girls and customers.
- Keep supervisor informed, meet daily deadlines and process weekly reports in a timely manner.
- Work collaboratively and cooperatively with staff members, volunteers, and community representatives.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

### QUALIFICATIONS

#### **Education, Experience, & Certifications**

- High school diploma or equivalent.
- 1 year experience in property maintenance and repairs preferred.

#### **Skills & Competencies**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to operate equipment (power tools, tractor, mower, ATV, etc.)
- Demonstrated knowledge of general maintenance, carpentry, electrical, plumbing, painting, construction, grounds maintenance, etc.
- Knowledge of health and safety standards and laws, building codes, and other federal, state, and local regulations regarding camp and outdoor properties.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrated commitment and ability to interact with diverse populations.

### **Additional Requirements**

- Ability to work a flexible schedule as needed including evenings, weekends, or responding to property emergencies.
- Ability to travel to various Council locations.
- Must have personal transportation, possess a valid driver's license, personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must regularly lift and/or move up to 50 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, driving, extensive reading, and driving. Employee will regularly work near moving mechanical parts, electricity, chemicals, and be exposed to outdoor weather conditions.

### **APPLICATION INSTRUCTIONS**

Visit <http://www.gscce.org/en/our-council/employment.html> to complete an online application or submit resume and salary history to:

Girl Scout Council of Colonial Coast, Human Resources

912 Cedar Road, Chesapeake, VA 23322

Phone: 757-547-4405, Fax: 757-547-1872, Email: [hr@gscce.org](mailto:hr@gscce.org)

Equal Opportunity Employer