



Property Maintenance Specialist I

Job Description

Title:	Property Maintenance Specialist I
Grade:	1
FLSA Status:	Non-Exempt
Revision Date:	January 2025
Department:	Camp Arnaz
Reports to:	Sr. Director of Mission Delivery

Salary Range:

- **Minimum:** \$23.00
- **Midpoint:** \$24.50
- **Maximum:** \$26.00

General Summary:

The Property Specialist I assists in maintaining the property and facilities at Camp Arnaz to ensure a safe, clean, and welcoming environment for all guests, staff, and volunteers. This entry-level role includes performing basic maintenance tasks, operating tools and equipment under supervision, and supporting programs and events. The Property Specialist I works collaboratively with team members and demonstrates a commitment to safety, customer service, and continuous learning.

Essential Job Responsibilities:

Facility Maintenance:

- Perform basic repairs and maintenance tasks as assigned.
- Support the upkeep of buildings and facilities to ensure safe and efficient operation.

Equipment Operation:

- Operate basic tools and equipment under supervision, such as lawnmowers and small hand tools.

Groundskeeping:

- Maintain grounds, including mowing, trimming, litter removal, and ensuring outdoor spaces are clean and presentable.

Safety and Security:

- Understand and follow safety protocols, proactively reporting any safety concerns or issues.

Customer Service:

- Provide courteous service to guests and staff, ensuring a positive experience for all property users.

Vendor Coordination:

- Assist with communication and coordination with vendors for property-related tasks or maintenance.

Technical Skills:

- Learn and apply basic technical skills, such as plumbing, painting, and carpentry, as needed.

Team Collaboration:

- Support team projects when directed, contributing to the successful completion of maintenance tasks and special projects.

Program Support:

- Assist in setting up and breaking down for events and activities, ensuring all logistical needs are met.

Qualifications:**Education and Experience:**

- High school diploma or equivalent required.

- Previous experience in property maintenance or a related field is a plus but not required.

Skills and Abilities:

- Willingness to learn and develop technical skills.
 - Strong attention to detail and ability to follow instructions.
 - Positive attitude with the ability to work effectively as part of a team.
 - Physical ability to lift 50 lbs. and perform manual labor outdoors in various weather conditions.
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Cultural Competencies:

GSCCC is committed to fostering a diverse, equitable, and inclusive workplace. Staff are expected to:

- **Communicate with Compassion:** Be open, honest, respectful, clear, direct, and timely.
 - **Innovate Through Change:** Be proactive, agile, and responsive.
 - **Work with Purpose:** Be intentional and visionary.
 - **Embrace Our Community:** Be supportive, empathetic, collaborative, and appreciative of diversity.
 - **Be Accountable:** Own it.
 - **Make Each Day FUNomenal:** We can do it!
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Skill Set Requirements:

- Ability to work flexible schedules, including evenings and weekends as needed.
 - Reliable transportation with a valid California driver's license and proof of insurance.
 - Ability to travel as needed for work-related tasks.
 - Ability to lift, push, or pull up to 50 lbs.
 - Maintain membership with Girl Scouts USA.
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Commitment to Diversity, Equity, Inclusion, and Accessibility:

GSCCC is an Equal Opportunity Employer committed to building a diverse and inclusive workplace. We encourage individuals of all backgrounds to apply and provide reasonable accommodations during the application process and employment. If you need assistance or accommodation, please contact us.

Location:

Camp Arnaz, Ventura, CA

The statements herein describe the general nature and level of work performed but are not a complete list of responsibilities, duties, and skills required. This job description does not establish a contract for employment and is subject to change at the discretion of the employer. Employment is at-will.