



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Camp Caretaker #2504  
Sky Mountain Outdoor Education Center  
STEM, Workforce Development, and Innovation  
Educational Services

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 25

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### **SUMMARY OF POSITION:**

Under the direct supervision of the site Director and the project lead of Sky Mountain Outdoor Education Center, the Camp Caretaker will work independently to perform skilled work in general camp maintenance for all camp facilities including buildings, grounds, equipment, mechanical operations, water and septic systems and related support equipment. The Camp Caretaker is the primary representative of the camp property to all guests, staff, volunteers, and contractors who visit the property, when other staff are offsite. The Camp Caretaker gives primary oversight to security, maintenance, cleanliness, and customer service ensuring a clean, attractive, and safe environment for all. In the winter months the Camp Caretaker is responsible for additional winter responsibilities such as snow removal and keeping camp accessible for staff.

### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade. Possession of a valid Class C California driver's license and maintain a good driving record.

### **DESIRABLE QUALIFICATIONS:**

Prior camp host, grounds keeping, custodial, building maintenance and customer service experience. Experience working in an outdoor parks and recreation setting. Experience with driving heavy equipment.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work cooperatively with the San Joaquin County Office of Education (SJCOE) Sky Mountain Education staff and all visitors, including students, educators, cabin leaders and guest groups.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Plow snow to clear the road when needed from Yuba Gap Exit to the Sky Mountain Outdoor Education Center, approximately 3 miles. Keep camp accessible for staff who live on site.
2. Make minor repairs to camp facilities as needed under the direction of the Project Leader, including minor sprinkler repairs when maintenance is offsite. Summon maintenance personnel when emergency repairs are warranted.
3. Perform minor maintenance activities including resupplying and cleaning the lodge and gym restrooms and litter cleanup when maintenance is offsite or unavailable.
4. Operate equipment as authorized by the SJCOE using methods that are safe and appropriate to the specific task.
5. Report all unsafe conditions to Project Leader and participate in safety training(s) when scheduled.
6. Engage positively as a member of the SJCOE team with students, parents, staff, guests, and the general public.
7. Regularly inspect all fences, gates, chains, and doors to ensure security of the cabin and property.

8. Immediately inform the Director and/or Project Leader and the Sheriff of any signs of trespassing, vandalism, resource/facility damage, or any other unusual conditions found in the cabin or on the property.
9. Contact proper authorities when emergencies occur, including fires, visitor accidents, crimes in progress or other threats to life, property, or resources. Render assistance to the public in emergency situations, when practical.
10. Care for the property including, but not limited to, and watering as needed when maintenance staff is offsite.
11. Advise the Project Leader regarding the need for any repairs in the cabin or on the property and cooperate with the Project Leader in arranging for any repairs that may be done by or coordinated through the SJCOE.
12. Be on call during the evening hours when senior naturalist and maintenance staff are offsite to handle bathroom emergencies (plunge toilet, clean up and sanitize from sick guests) and be available to open and close the locked gate on the road leading to Sky Mountain Outdoor Education Center.
13. Regularly check heaters in all buildings and perform shoveling of snow to clear doorways and windows of cabins when maintenance staff is off site.
14. These duties are performed after hours and on weekends.
15. Reset fire alarms and operate generators if maintenance is off site.
16. Participate and complete training as needed.
17. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, pull, lift, and move objects up to 75 pounds shoulder height and occasionally lift in excess of 75 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read a computer screen and printed matter with or without vision aids, and distinguish colors, read and understand rules, policies, labels, and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones, office equipment and computers.

**WORK ENVIRONMENT:**

Employees in this position will be required to work outdoors and in a standard work environment located in the Sierra Nevada Mountains. May involve exposure to cleaning chemicals and fumes and around a variety of power tools and equipment. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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