



“Service as Tall as our Trees”

6250 Bohemian Highway
Occidental, CA 95465
(707) 874-3507

Alliance Redwoods Conference Grounds is a 501(c)3 religious non-profit organization

Title: Maintenance Technician
Employment Status: Full Time Hourly, Benefited
Team: Maintenance Team
Immediate Supervisor: Maintenance Manager
Team Leader: Service Director

Purpose Statement

To maintain Alliance Redwoods facilities and grounds including buildings and critical systems as well as vehicle maintenance, shop organization and camp-wide safety of facilities.

Description of Responsibilities

- Assist with maintenance request process
- Assist with routine vehicle maintenance and schedule repairs
- Assist with camp general maintenance needs
- Assist with landscaping and groundskeeping
- Assist with trail, road and erosion management
- Assist with firewood procurement
- Assist staff and volunteers as assigned by Maintenance Manager
- Support shop organization and camp-wide safety procedures
- Willing to be trained in camp specific maintenance needs
- Assist with forest management and wildfire mitigation efforts
- Other duties as assigned

Skills, Knowledge, and Abilities

- Working knowledge of basic carpentry, plumbing, electrical and painting. Experience with HVAC and welding a plus.
- Mechanical aptitude as it applies to camp vehicles, shop tools and equipment
- Ability and willingness to use power tools safely
- Ability to manage time and projects, track hours and material costs
- Ability to troubleshoot maintenance issues, learn quickly in an active environment and be a team player
- Possess strong communication and customer service skills
- Ability to receive and implement directions
- Ability to do administrative work using Microsoft Outlook, Word and Excel
- Valid California Driver’s license and meet ARCG insurance regulations

Requirements

- Must be in harmony with ARCG statement of faith and code of conduct
- Experience: At least one year in basic building maintenance and construction labor
- Able to repeatedly lift up to 80 pounds and have full range of motion
- Able to stand and walk full day
- Able to use manual digging tools (for example: shovel, pick and digging bar) for extended periods