

Maintenance Supervisor

Catalina Island Camps

Catalina Island, California

Position Summary

Catalina Island Camps seeks an experienced, hands-on Maintenance Supervisor to oversee the safety, maintenance, repair, and operation of camp facilities and infrastructure. The Maintenance Supervisor plays a critical leadership role in ensuring that all buildings, equipment, utilities, vehicles, boats, grounds, and program areas are maintained in a safe, reliable, and welcoming condition for campers, students, guests, and staff year-round.

The Maintenance Supervisor has primary responsibility for the day-to-day facility operation works closely with the Chief Operating Officer (COO). The position is supported by the maintenance staff and works collaboratively with the Executive Directors, Business Office, and other camp leadership.

The Maintenance Supervisor position supervises maintenance personnel, manages facility improvement projects, coordinates preventive maintenance programs, and ensures compliance with applicable health, safety, environmental, and regulatory requirements. The ideal candidate is a self-directed problem-solver who thrives in a camp environment and is committed to supporting youth development, outdoor education, and environmental stewardship.

To apply, email a cover letter and resume to info@catalinaislandcamps.com.

Essential Responsibilities

Facility Operations & Maintenance

- Oversee the maintenance, repair, and operation of camp facilities, including cabins, dining facilities, staff housing, offices, storage, restrooms, and program areas.
- Manage a comprehensive preventive maintenance program.
- Conduct regular inspections to identify and address maintenance needs.
- Perform and supervise repairs involving carpentry, plumbing, electrical, painting, small engine maintenance, marine equipment, mechanical systems, and general construction.
- Ensure camp infrastructure, utilities, and support systems remain operational and safe.
- Respond promptly to emergency maintenance situations and facility-related incidents.
- Support long-range facility and infrastructure planning.
- Recommend facility improvements that enhance safety, efficiency, and guest experience.

Health, Safety & Risk Management

- Ensure all camp facilities and operations meet applicable safety requirements and standards.
- Conduct regular safety inspections and promptly correct identified hazards.

- Maintain compliance with OSHA regulations, fire safety requirements, environmental regulations, and other applicable codes.
- Develop and implement maintenance-related safety procedures and training programs.
- Promote a culture of workplace safety and risk awareness.
- Participate in emergency preparedness planning and response activities, including wildfire, severe weather, utility outages, and other emergencies.

Grounds, Vehicles & Equipment

- Oversee maintenance of roads, landscaping, recreation areas, waterfront support facilities, and outdoor education spaces.
- Oversee maintenance and repair of camp boats, outboard motors, trailers, utility vehicles, golf carts, generators, pumps, and other operational equipment.
- Coordinate inspections and maintenance of waterfront infrastructure, including docks, moorings, storage areas, and boating equipment.
- Ensure all marine and motorized equipment is maintained and operated in accordance with safety standards and manufacturer recommendations.
- Manage inventory of maintenance supplies, equipment, fuel, tools, and replacement parts.

Leadership & Supervision

- Recruit, train, supervise, schedule, and evaluate maintenance staff and seasonal personnel.
- Establish work priorities and assign projects efficiently.
- Foster a positive, collaborative, service-oriented work environment.
- Ensure staff adhere to safe work practices and organizational standards.
- Provide coaching, professional development, and performance feedback.

Administration & Coordination

- Maintain maintenance records, inspection reports, equipment logs, and compliance documentation.
- Track preventive maintenance schedules and work order completion.
- Coordinate with vendors, contractors, and service providers to support facility repairs and special projects.
- Monitor inventory levels for tools, equipment, fuel, supplies, and replacement parts.
- Submit purchasing requests and recommendations for maintenance supplies, equipment, and facility improvements.
- Communicate facility needs, repair priorities, and project progress to camp leadership.

Qualifications

Required

- Minimum three to five years of progressively responsible facilities maintenance experience, including supervisory experience.
- Demonstrated knowledge of building systems, preventive maintenance practices, construction methods, and facility operations.
- Experience in one or more skilled trades, including electrical, plumbing, carpentry, marine systems, small engine repair, mechanical equipment maintenance, or construction.
- Strong leadership, organizational, and communication skills.
- Ability to prioritize multiple projects and respond effectively to emergencies.
- Valid driver's license and insurable driving record. Ability to obtain and maintain eligibility to operate camp-owned vehicles in accordance with Catalina Island Camps policies.
- Ability to work independently in a remote island environment.
- Proficiency with basic computer applications, work order systems, and record keeping.

Preferred

- Experience in a camp, outdoor education, school, hospitality, resort, or residential facilities setting.
 - Working proficiency in Spanish.
 - Trade certifications, contractor's license, or technical training.
 - OSHA, First Aid, CPR, or related safety certifications.
 - Experience with water systems, wastewater systems, generators, utility vehicles, boats, docks, marine equipment, and other remote-site infrastructure.
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Physical Requirements

- Ability to lift and carry up to 50 pounds.
 - Ability to work indoors and outdoors in varying weather conditions.
 - Ability to walk uneven terrain, climb ladders, work from elevated positions, and perform physically demanding tasks.
 - Ability to operate tools, equipment, vehicles, and small boats safely.
 - Availability to respond to facility emergencies during evenings, weekends, and peak operational periods.
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Compensation & Benefits

- Full-time, year-round position.
 - Salary Range: **\$72,500–\$80,000 annually**, depending on experience and qualifications.
 - Exempt position under California wage and hour regulations.
 - On-site housing and meals are provided.
 - Medical and dental insurance.
 - Retirement savings plan.
 - Paid vacation, sick leave, and holidays.
 - Professional development and training opportunities.
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About Catalina Island Camps

Catalina Island Camps provides transformative summer camp and outdoor education experiences that foster personal growth, leadership, environmental stewardship, and community.

The Maintenance Supervisor is a key member of the leadership team responsible for maintaining a safe, functional, and welcoming environment for all campers, students, guests, and staff.

Catalina Island Camps is an Equal Opportunity Employer and values diversity in its workforce. We encourage candidates of all backgrounds who are committed to our mission of youth development, outdoor education, and community building to apply.