

Facilities Manager Job Description

Responsible to: Executive Director

General Responsibility: To oversee the maintenance and improvements of camp buildings, grounds, and equipment and to assist in camp operations.

Vision of Success: Serving Christ by ensuring that our facilities and equipment are ready for guests and staff when needed by keeping things clean, functional, organized, visually appealing, safe, and appropriately comfortable.

Qualifications:

- Active in a local church, holy lifestyle, committed to ministry.
- High school diploma required, with some college or technical school work preferred.
- Experience in carpentry, plumbing, electrical, landscaping, heavy equipment, and general repairs.
- Experience in supervising the work of others.
- Demonstrated ability to get along well with people and be “guest minded” at all times.
- Demonstrated ability to work alone in an isolated wilderness setting.
- Alignment with our statement of beliefs and organizational essentials including shared core values, a sense of personal calling to our mission, a commitment to our vision.

Specific Responsibilities:

- Oversee and maintain all properties according to annual work plans and schedules.
- Live within 45 minutes of camp property and share the duty of site manager and host.
- Hire/recruit employees, volunteers, and contractors for projects, maintenance, and grounds keeping.
- Supervise employees, volunteers, and contractors assigned to the maintenance/grounds area of camp and lead scheduled work group events.
- Make recommendations for maintenance and capital improvements and provide associated cost estimates to aid annual budget planning.
- Plan and execute facility improvement projects, within budget, without extending yourself beyond your abilities.
- See that all equipment and vehicles are maintained and housed appropriately.
- Order maintenance supplies and check delivery; forward invoices/receipts to the office.
- Share responsibility in welcoming and checking out retreat groups; check facilities for damage or unusual disarray.
- See that all repair requests are attended to and fixed appropriately as soon as possible.
- Oversee operation of the water and wastewater treatment systems, including maintaining state required operator certifications, or hiring contractors to do the same.
- Be willing to accept emergency maintenance responsibilities at all times.
- Help facilitate camp activities on occasion (archery, ropes course, campfire, etc.).
- Help maintain the health of our forest, creek, trails, and other natural features.
- Responsibilities beyond the scope of this job description may be occasionally required.

Essential Functions:

- Be able to drive all camp owned vehicles and operate all camp equipment
- Have the necessary physical strength to carry out maintenance and repairs (e.g., to lift heavy objects, to dig by hand, to load and unload trucks, to carry out assigned repairs)
- Visually identify hazards, needed repairs, and necessary cleaning throughout the camp property, and be able to respond appropriately
- Be able to fill in for the executive director on occasion
- Maintain maintenance logs and schedules for all necessary equipment and facilities
- Be an advocate and fan of our camp
- Spend within an annual budget or receive approval to spend above the budget

Compensation and benefits:

- Full time employment, hourly wages paid every 2 weeks, rate dependent on experience
- Paid time off that accrues each pay period up to 3.6 weeks in the first year with 1 day added every 2 years of employment up to a maximum of 5.2 weeks annually. **As such, the starting rate is 2.77 hours per week.**
- Benefits: Annual SEP IRA employer contribution at 8% of wages contingent on eligibility (Because SEP IRA eligibility is based on calendar years, most new employees become eligible beginning in their **third calendar year** of employment). Company cell phone. Meals included when food service is active. Overnight housing as required to fulfill your duties.
- Compensation/benefits are subject to annual review and may change.

Expected work schedule and paid time off summary:

- The annual work period is January 1 - Dec 31.
- Typical week is 5 work days and 2 days off with some flexibility. Days off are usually grouped together, but Saturdays and Sundays are often required work days.
- Occasional overtime hours will be required, especially during the summer season. Estimate between 100-200 overtime hours per year. Overtime is any hours worked over 40 hours in a Sunday-Saturday period and is paid at 1 ½ times regular hourly rate.
- Unless traveling out of area, "on call" duty in an emergency should be assumed. When traveling, substitute maintenance on call should be arranged.
- No more than 5 days PTO may be taken from May 1st to August 10th.
- Up to 80 unused hours PTO may be carried over year to year.
- Employees are paid for the PTO they have accrued at employment end.
- Scheduled PTO is subject to approval by your supervisor. Your supervisor may require you to take PTO in December if it is accrued excessively.