



JOB DESCRIPTION

This job description is an overview of the duties and responsibilities assigned to the role identified below. It is not intended to cover every work assignment the job may have, but rather to cover those work assignments which are essential, predominant, and recurring. Responsibilities and duties may change, or new ones may be assigned at any time, with or without notice.

Job Title:	Maintenance Director	Date:	6/3/2024
Department/Group:	Camp Weed	FLSA Status:	EXEMPT
Reports To (position):	Executive Director	Market Midpoint	\$44,500/ annual

JOB SUMMARY

The Maintenance Director manages and maintains the development, maintenance, and repair of buildings, grounds, equipment, pool, and other facilities. Responsible for the overall safety and security of the center. Plans and coordinates the development, maintenance, and repair of the campus buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures. Directly supervises maintenance technicians and directs other workers or vendors as needed.

KEY RESPONSIBILITIES

- Maintains safety and good repair of center facilities, equipment, pool, vehicles, roads, grounds, lake, streams.
- Completes or arranges all repair and maintenance tasks.
- Oversee the daily operation and maintenance of the facility's pool, ensuring water quality, safety standards, and compliance with health regulations are consistently met.
- Develops, implements, and documents a maintenance management plan of prevention, routine maintenance, correction, and construction.
- Coordinates and supervises outside contractors to ensure high quality and efficient work.
- Assesses property daily to ensure safe and open roads for guests and to address down trees, electrical lines, trespassers, etc.
- Supervises and leads the maintenance team, including hiring, training, scheduling, and performance management.
- Establishes and enforces departmental policies, procedures, quality standards, and customer service standards.
- Plans departmental staffing needs, including on-call schedule, to meet center needs and resources.
- Supervises and coordinates volunteers engaged in the maintenance and improvement of buildings, grounds, equipment, and other facilities.
- Manages financial and administrative functions of the Facilities Department
- Works with the Executive Director to develop and maintain the departmental operating budget.
- Ensures good stewardship of Camp Weed's resources, protecting equipment and property.
- Purchases equipment and supplies according to needs and budget allocations.
- Tracks and maintains inventory records.
- Addresses and remediates hazards found in center's buildings and grounds.
- Performs janitorial and general maintenance duties.
- Maintains appropriate level of water quality.
- Arranges and confirms on-site inspections required by law.
- Educates staff on procedures related to environmental stewardship including recycling, forestry, water care, composting, etc.
- Works with the Executive Director and other staff to administer and continually improve sound emergency action plans.

- Assists with development, revision, and enforcement of safety policies and procedures.
- Handles trespass issues by investigating, confrontation, and/or reporting to law enforcement of individuals who are trespassing.
- Ensures related MSDS documentation is up-to-date and easily accessible.
- Trains employees and volunteers working in the department in safety procedures, including MSDS, blood borne pathogens, use of PPE, etc.
- Documents safety training and report all accidents.
- Shares on-call responsibilities.
- Participates in the Leadership Team to meet the needs of guests and campers and attends departmental and all staff meetings as required.
- Follows all safety procedures, including MSDS, blood borne pathogens, use of PPE, etc.
- Provides hands-on support to other departments and assists with special projects as needed.

ROLE QUALIFICATIONS

EDUCATION & EXPERIENCE

REQUIRED

- High school diploma or GED
- At least four (4) years' experience in the facilities maintenance (including HVAC, electrical, plumbing, carpentry, and/or land management), preferably in an outdoor setting
- At least two (2) years' management experience
- Pool Operator Certification
- Certified in First Aid/CPR
- Effective written and verbal communication skills
- Strong attention to detail
- Strong analysis and problem-solving skills
- Effective customer service and hospitality skills
- Proficiency in inventory control techniques to minimize waste and maximize efficiency.
- Safe Church certification
- Strong working knowledge of all applications of Microsoft Office

PREFERRED

- Associate's degree or technical certification(s) in HVAC, electrical, plumbing, carpentry, and/or facilities maintenance
- Understanding and appreciation of the Episcopal Church and sincere desire to carry out its mission

KEY COMPETENCIES

- **Leadership:** ability to manage tasks and work independently and intentionally develop and utilize positive and ethical leadership traits
- **Creative Thinking:** ability to demonstrate conceptual creative thinking, taking an idea and visualize/describe the opportunity, then recognize the potential fit with culture and product lines
- **Integrity and Ethics:** ability to gain the confidence and trust of others through honesty, authenticity, taking responsibility for own actions, and telling the truth.
- **Accountability:** ability to act with a clear sense of ownership; takes personal responsibility for decisions, actions, deliverables, and failures; establishes clear responsibilities and processes for monitoring work and measuring results; embraces experimentation, creativity, and positive change

- **Team Orientation and Collaboration:** ability to successfully build and maintain collaborative relationships to work effectively together as a team through shared responsibility, respect, and empathy to complete a shared goal for a common good
- **Mission/Goal Orientation:** ability to define issues and focus on achieving workable solutions consistent with fulfillment of church mission and consistent with the church's ministry process.

WORKING CONDITIONS/EQUIPMENT USE

- Ability to work nontraditional hours
- Ability to be ambulatory in a camp setting
- Physical stamina and the ability to perform repetitive tasks, lift heavy objects, stand for extended periods, and work indoors and outdoors in hot and cold temperatures
- Requirement to live on property to respond to needs of guests and campers.
- Valid driver license with proof of insurance
- Must be able to lift up to seventy-five (75) pounds
- Use of office machines to include telephone, computer, and printer
- Frequent use of role-related machines including lawn equipment, tractors, chain saws, blowers, plumbing and woodwork equipment, general tools, motor vehicles, industrial kitchen equipment, etc. and chemicals.