

# Lake Poinsett Camp and Living Waters Retreat Center

## *Job Description*

**Job Title: Facilities Manager**

**Classification: Exempt/Salaried** (*Full-Time, Year-Round*)

**Reports to: Site Director**

### Position Purpose:

The Facilities Manager is primarily responsible for ensuring that our guests and campers have a positive and safe experience at our facility through the maintenance, upkeep, and enhancement of Lake Poinsett buildings, property, vehicles, and equipment, and by providing support services to our guests and campers while they are on the grounds.

### Essential Job Functions:

1. Develop and implement an annualized maintenance management system aimed at preventing, correction, and construction for the efficient and ongoing upkeep of buildings, grounds, and equipment.
2. Ensure the grounds are safe, well-maintained, and aesthetically pleasing. This includes but is not limited to: mowing, tree-trimming, weed control and fertilizing, snow removal, trash disposal, beach combing, plus repair and maintenance of walkways, camp utility roads, parking lots, benches, decks and pavilions, and play-structures.
3. Maintain all buildings and camp structures to ensure guest comfort and safety. This includes repair and maintenance of: guest rooms, meeting rooms, public spaces, building utilities and infrastructure, waterfront equipment, and cabins.
4. Maintain all camp vehicles and equipment are used, stored safely and properly, well-maintained, and kept in good working order. This includes: power boats, jet skis, maintenance tools and machinery, kitchen equipment, etc.
5. Make certain that American Camp Association (ACA) accreditation standards and government safety standards are met or exceeded. This includes: obtaining appropriate licenses, permits, and approvals from local and state regulatory agencies, maintaining documentation, heating and electrical infrastructure inspections, chemical storage, OSHA work standards, fire/smoke detection and suppression, vehicle equipment inspections and registration, etc.
6. Train, supervise, and coordinate staff and volunteers engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities, in consultation with the Site Director. This includes: overseeing interior and exterior renovations and enhancements, planning and assigning work projects and schedules, assisting in the hiring of maintenance staff, evaluating staff performances, etc.
7. Managing annual maintenance budget in consultation with the Site Director. This includes: monitoring expenditures, keeping appropriate records and inventory, turning in receipts for purchases, communicating when unbudgeted projects or purchases arise, etc.
8. Serve as needed within the whole of the ministry context. This includes: welcoming groups, communicating pertinent information, meal preparation and clean-up, cleaning guest rooms, etc.
9. Share in on-call duties for facility and guest group emergencies and other off-hour urgencies.
10. Assist in special tasks and projects as requested by the Site Director

### Other Job Duties:

1. Participate as a member of the Lake Poinsett Camp management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of campers, guests, and the camp mission.

2. Assist in the short and long-term planning for Lake Poinsett Camp, including major site development strategies.
3. Work with the Site Director in coordinating flood response when flooding is anticipated.
4. Assist in representing the camp to local businesses, churches, and other related camp groups.
5. Attend occasional training/professional conferences and events (i.e. ACA, CCCA, UMC RM), as well as training and certifications needed in relation to work at camp.

Qualifications: (Minimum Qualifications and Experience)

1. High school diploma or equivalent.
2. Minimum of 2 years' experience in the following areas: maintenance, grounds, mechanics, and/or building trades, as well as, hiring, training, and supervising staff, budget development, and marine maintenance.
3. Strong organizational skills and self-motivation – able to respond positively to direction and requests, ability to organize/de-clutter maintenance areas to meet functional need, and advance departmental goals in a timely and effective manner with little direction.
4. Personable, relational, positive, trusting with a strong collaborative/team approach to work.
5. A willingness to live on the grounds and be on call for guests needs and facility urgencies.
6. Committed to the Christian faith with a strong desire to serve in a unique ministry setting.

Knowledge, Skills, and Abilities:

1. The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, planting, pruning, landscaping, mowing, and weed control. including maintenance.
2. Proficiency in the safe and proper use of power equipment and tools, handling of hazardous chemicals, heavy and light machinery, and building materials.
3. Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, marine maintenance, and grounds keeping.

Physical Aspects of the Position:

1. Ability to understand and implement safety regulations and procedures.
2. Ability to communicate procedures and regulations to staff and guests.
3. Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
4. Physical strength to lift equipment and supplies (up to 40 pounds).
5. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
6. Ability to safely and properly use power tools and equipment.
7. Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
8. Ability to observe campers, staff, and guest behavior; assess its appropriateness, diplomatically enforce appropriate safety regulations, emergency procedures, apply appropriate management techniques and alert the Site Director when additional support is needed.
9. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).