



JOB DESCRIPTION

JOB TITLE:
Facilities Maintenance Manager

HOURS: Full-Time

COMPENSATION: Support-Raised

REPORTS TO: Executive Director

KEY OBJECTIVES

Manage and perform the general maintenance, repairs, upkeep of the camp facilities including building, grounds, motor vehicles, equipment, and tools. Tracking which tasks have been done and which are due is also part of this role. This person will also be responsible to oversee some aspects of facility development (especially construction projects).

SPECIFIC RESPONSIBILITIES:

- Coordinate and plan for volunteer workgroups and workdays.
- Oversee and direct full-time maintenance staff and volunteer project staff.
- Contact service personnel such as plumber, electrician, etc. when needed
- Oversee and complete grounds, building, and equipment maintenance and repairs.
- Develop and adhere to routine maintenance schedules.
- Purchase needed supplies for maintenance and repair within budget.
- Perform snow removal as needed
- Get facility ready for programs (ice rink, winterization, etc.)
- Give a report to the Executive Director each month (includes major and minor needs – present and future – what you’ve been working on and general satisfaction about work)
- Work on construction projects as needed
- Work as a general contractor on large-scale projects, managing schedules, materials, etc. to complete the project on time and within budget.

QUALIFICATIONS:

SPIRITUAL

- Committed growing Christian, deepening their personal relationship with Jesus Christ and modeling it to others.
- Exhibit personal qualities that are of the highest integrity and unquestionable honesty.
- Easily respected for godliness, skills, and knowledge.
- Earnestly seek God’s will above all other possible motivations.
- Demonstrate a heartfelt desire for people to closely follow Jesus Christ.
- Endorse and be committed to the Mission, Vision, and Values of Lost Timber Bible Camp.
- Exhibit Christ’s love by developing positive and encouraging relationships with camp staff.

EDUCATION AND EXPERIENCE

- Previous experience in maintenance and construction.



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SKILLS AND ABILITIES

- Preferable spiritual gifts: Leadership, Servanthood, Organization
- Knowledge of construction-related codes (building, plumbing, electrical, fire, etc.)
- Strong knowledge of basic plumbing, electrical, and HVAC systems.
- Strong knowledge of building construction.
- Strong knowledge of equipment repair.
- Ability to learn skills and problem solve equipment failures.
- Ability to mesh short-term fixes while seeing the long-term needs of the camp.
- Attention to detail, noticing and anticipating problems and needs before our guests do.
- Strong organizational, oral and written communication skills and the proven ability to relate interpersonally with volunteer staff and guest groups.
- Teachable team player who can also work independently. A self starter, one who takes initiative.
- Computer background skills and experience required. Proficient in Microsoft Office applications including Word, Excel and PowerPoint.
- Knowledge of CAD programs is desired.
- Enjoy working with kids and youth.

REQUIREMENTS

- Be a committed/involved member of a local Bible believing church.
- Display an active faith, always pursuing a deeper relationship with Jesus.
- Must be able to pass a criminal background check.

INTANGIBLES

- As we work with primarily volunteers, it is critical to lead with grace and appreciation while holding them to Lost Timber standards of quality and work ethic.
- Striving for excellence in everything that we do is important.

EVALUATION

- An annual evaluation of the position and the person holding the position will be completed by the Executive Director.