

Facilities Manager Camp Tohiglo

Job Description

The role of a Facilities Manager is multifaceted and requires a diverse skill set. It is a ministry position first and foremost bring honor to God and serve those who come to use the facility with the attitude of Christ. The Facilities Manager is responsible for the planning, communication, oversight, and coordination of the maintenance and improvement program for all of Camp Tohiglo's buildings, grounds, equipment, and vehicles.

Position Purpose:

Your focus is to maintain a safe and clean summer camp environment for Camp Tohiglo's operations. You will work diligently to create positive relationships and communicate effectively with diverse groups of individuals and be able to communicate the Gospel and fostering relationships to further the evangelistic mission of Camp Tohiglo. You will be an active participant in the maintenance, repair, expansion, and inventory of camp tools, equipment, supplies, and vehicles. To be successful in this role, you will need to be well versed in general maintenance of equipment, buildings, and a working knowledge or a willingness to grow in your understanding of landscaping, carpentry and building/construction, electrical, plumbing, farm equipment, septic systems, pools, and small engine repair.

Spiritual Qualifications

- Seek to be a role model in attitude, speech, and action in a consistent, daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, discipleship, and Christian fellowship.
- Be an active member of a Bible-believing local church.
- Agree to uphold the FBC statement of faith and be willing to and agree to conduct yourself in accordance with it while submitting to the standards of the camp.
- Undergo and pass a background check.
- Be prepared to share the Gospel,

Experience Qualifications (Minimum qualification and experience):

- A high school diploma or its equivalent
- Experience with repair and maintenance

Characteristics:

Hard-working, enjoy problem-solving, self-motivated, organized, high work standards, ability to lead and work well with others, good verbal and written communication skills, and devotion to Camp's mission, able to coordinate help for other duties as requested by the Camp Board

Physical Qualifications:

Able to lift 50 pounds, climb ladders, drive with a valid license various vehicle and equipment

Building Maintenance

- Oversee repairs and maintenance of camp buildings, both interior and exterior.
- Conduct structural repairs and painting for exteriors and interiors.
- Possess basic knowledge of various construction trades.
- Handle minor plumbing and electrical repairs.
- Familiar with HVAC systems and commercial kitchen equipment for main buildings.
- Where possible, complete all work to be done in-house, except where required by code, or budget allows, to use a licensed contractor.
- Repairs to furniture and fixtures as needed.
- Conduct periodic inspections of all camp property, buildings, systems, and vehicles ensuring mechanical soundness and cleanliness.

Grounds Maintenance

- Perform general groundskeeping tasks such as grass cutting and snow removal.
- Clear fallen trees and maintain paths through the woods.
- Coordinate and help implement upgrades and improvements to grounds as per the camp board's direction.

Equipment Maintenance

- Manage the upkeep of groundskeeping equipment, including chainsaws, power tools, tractors, and golf carts.
- Maintain sports and recreation equipment and areas

Manage Sewage & Water Treatment Plant

- Oversee the testing of water daily
- Check chemicals
- Be aware of the condition and needs of our water and sewer systems.

Pool Maintenance

- During pool season, check the pool chemicals two times per day.
- Oversee the maintenance and cleaning of the pool through the camp season and its timely opening in the spring and closing in the fall.

Supervisory Skills

- Prioritize safety training for tools, power equipment, and ladders.
- Serve the needs of renters and oversee groups as they come in and go.
- Build a network of year-round volunteers who can help with general maintenance and facility upgrades.
- Plan monthly workdays for volunteers to care for the ever aging and changing facility needs.
- Keep appropriate records of preventative maintenance service on all buildings, equipment, and vehicles.
- Keep appropriate and complete documentation of projects, major repairs, outside contractors & vendors.
- Help provide for the security of the property.

Business Management Skills

- Utilize experience in planning, budgeting, and proposal development.
- Familiarity with computerized business applications for efficient management (Word, Excel, etc.).
- Maintain working relationships with suppliers and subcontractors.
- Coordinate the development of an annual work plan.

Reporting and Chain of Command

- Report to the Camp Board at their monthly meeting.
- Communicate effectively with superiors, peers, and subordinates.
- Performance evaluations will be given bi-annually by the Camp Board President.
- Take all concerns to the President of the Camp Board. If this does not resolve the issue, he can then take his concerns to the Fellowship of Churches Executive Committee.
- The Camp Board will provide the Facilities Manager with an annual maintenance schedule. This schedule will list monthly, weekly, and daily required maintenance procedures to be executed by the Facilities Manager.

Missionary position

It is expected for the facilities manager to raise their own mission support as a missionary, assisted by the Camp Board and FBC Executive Committee, which would include expenses such as retirement benefits, health, dental, life, and disability insurance. It will be expected that the Facilities manager build and communicate with his own network of financial supports (quarterly newsletters, phone calls, church visits, etc.). The expected support for this position will be \$3000 a month.

Potential Additional Benefit:

Camp Housing with water, electricity, sewer, and internet will be provided.