

Job Description – Caretaker and Facilities Manager



The Caretaker and Facilities Manager is responsible for the overall physical disposition and maintenance of the buildings, grounds and vehicles at Camp Manatawny. He/she oversees the Camp repair, maintenance and operational planning, spending, and budget control associated with the buildings, grounds and vehicles. He/she manages the maintenance and repair projects (expense and investment). He/she directly performs repair and maintenance tasks, as required. He/she supervises all maintenance workers (staff and volunteer). He/she performs other duties as assigned by the Executive Director (ED).

Responsibilities:

Provide oversight (management, delivery, budgeting and control) over ...

1. Overall physical disposition and maintenance of the Camp's buildings, grounds and vehicles

- Ensure that the Camp's grounds are clean and properly maintained. Examples of grounds-related maintenance include: keeping the grass cut, removal of dead trees, up-keep of nature trails, up-keep of waterfront areas, maintaining parking lots and roads, appropriate tree trimming, planting and landscaping, and up-keep of playground equipment, sports courts and athletic fields.
- Ensure that Camp buildings and mechanical systems are clean and properly maintained. Building repairs and maintenance are to be carried out on a regular basis and documented in a maintenance log. Examples of mechanical systems requiring regular monitoring and maintenance include: furnaces and hot water heaters, sewage pump systems, water pump systems, swimming pool pump house, and electrical system.
- Required repair or maintenance work may be carried out directly, or using existing maintenance/facilities personnel (staff or volunteers). If the capacity to do this work using "internal" resources does not exist or if the work requires specialized skills, the Caretaker/Facilities Manager can engage paid professionals (within budget constraints) to ensure that the needed work is completed as needed and according to requirements.
- Ensure Camp vehicles and machinery are kept in good working order.
- Ensure all sports and recreation areas and equipment are safe to use and properly stored and secured. The pool, any watercraft, and the climbing wall/ropes course are included in this category.
- Supervise all employees assigned to repair and maintenance activities.
- Provide supporting oversight to all volunteers or groups of volunteers assigned to repair and maintenance activities. This would include organizing and overseeing external volunteer teams (e.g. Sojourners, Workday volunteers, special project teams, etc.).
- Make recommendations to the ED for budgeted repairs and maintenance during the budget preparation period; outlining costs and details.
- Recommend maintenance and improvements that are beyond budgeted amounts; outlining costs and details.
- Be responsible for operating and insuring the safe operation of Camp vehicles, equipment, and appliances by facilities staff.
- Either directly, or via supervised facilities/maintenance staff, and in coordination with the Food Service Manager, order maintenance supplies (ensure that adequate supplies are kept on hand for the day-to-day running of the Camp) and check deliveries, forwarding approved invoices to accounts payable.
- Coordinate and complete preventative maintenance and inspections for all vehicles, golf carts, and tractors.

2. Repair and maintenance projects

- Working with the ED and the Facilities Committee, identify, plan and prioritize the list of annual repair and maintenance projects as part of the annual budget process.
- Oversee the delivery of any approved annual repair and maintenance projects (using either existing staff, volunteers, or external contractors).

3. New cabin and supporting infrastructure projects

- Provide overall project management (planning, tracking of milestones and deliverables, execution, critical path management, budget conformance, ordering, contract adherence, contractor qualification, risk management, communication) for the new cabin and supporting infrastructure projects.
- Coordinate the RFP (or similar) processes for the selection of external contractors to deliver aspects of the new cabin and supporting infrastructure projects.
- Monitor, review and report on project progress.
- Together with the ED, serve as the official Camp representatives with all external agencies, including service providers (e.g. MetEd), government agencies, and engaged contractors.

Assist the Rentals Manager with...

4. Guest Services

- Give tours of facilities and lodging to prospective rental groups when the rental manager is not available.
- Directly or via staff assignment:
 - Setup and prepare facilities for incoming event and rental groups
 - Assist with activities associated with the arrival of event and rental groups (sign-in, parking, etc.)
 - Prepare and light campfires, fireplace fires for rental groups
 - Serve as on-call resource for any rental group emergencies
 - Ensure the cleaning of facilities and lodging after the departure of rental groups
- When necessary, ensure that all event and rental group attendees respect Camp's rental restrictions (i.e. no alcohol, etc.) and safety requirements

Assist the Programs Manager and Event/Summer Session Directors with...

5. Retreat Events and Summer Sessions

- Ensure that any equipment (athletic gear, canoes, rifles and ammunition, slip-n-slide sheets, tug-of-war ropes, etc.) required by specific retreat event and summer session staff are available, well supplied and in good working condition and procure such equipment and supplies, as necessary.
- Assist with the construction, setup and take-down of any stages, panels, platforms and other physical infrastructure required for use at specific retreat events and summer sessions
- Train and provide overall support to volunteer maintenance staff working at Camp events and summer sessions.

Assist the Food Service Manager with...

6. Kitchen (and Garrett Hall Kitchen) and Dining Hall Facilities and Equipment

- Maintaining that all kitchen and dining facilities are fit-for-purpose (i.e. adequate and safe to perform their intended functions and in good working order).
- Directly or via staff, assist in the special setup of dining areas and in the transport of food and dining equipment, as required for event, summer session or rental group meals (e.g. weddings, receptions, etc.).
- Ensure that kitchen equipment (e.g. walk in cooler, freezers, stoves, dishwasher, hood fans, air units, etc.) is in good working condition.

Minimum Requirements:

- Bachelor's Degree or technical school completion or equivalent, related work experience
- Experience supervising others (internal staff and external contractors/specialists), and the ability to get along well with people, children, youth and adults.
- Proficient in Microsoft Office

Preferred Requirements:

- Possess a willingness to learn and problem solve new or unknown areas in the fields of carpentry, plumbing, electrical, mechanics, vehicle maintenance, landscaping and general maintenance repairs .
- Experience with Camp Manatawny.
- 4+ years experience with direct reports
- Up-to-date certification in related disciplines (First Aid/CPR, Pool water testing, Climbing Wall Certification, etc.).
- Project/program management expertise
- Holder of a valid Pennsylvania or neighboring state driver's license; capable of operating a range of equipment.
- Hours: Monday through Friday, totaling at least 40 hours per week (with some seasonality and flexible hours possible). Must be able to work weekends and evenings during certain periods.

Skills and Competencies:

- Self-starter with a basic knowledge of and skills in carpentry, plumbing, electrical, mechanics, vehicle maintenance, landscaping and general maintenance repairs.
- Ability to think both strategically and tactically to coordinate and address a variety of business issues.
- Ability to manage and lead numerous projects, tasks and people (staff and volunteers) simultaneously
- A mature, committed believer in Jesus Christ, active in a local church and a life lived out faithfully
- Exercises patience and diplomacy in dealing with camp employees, campers, guests and the public. Supports the mission and vision of camp and is willing to honor its principles and practices.

Location: Douglassville, PA

Estimated Duration: Year round

Starts: December 1, 2019

Reports to: Executive Director

Rate: On Campus Housing (in large, historic house) + modest annual compensation.

Employment Type: Full-Time but flexible (i.e. some seasonality + flexible hours, making secondary employment possible)