

IMMEDIATE OPENING

FACILITIES MANAGER



RESPONSIBLE TO: Director of Operations
CLASSIFICATION: Core Staff
STATUS: Full-Time Exempt (Salaried)

General Core Staff Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.
<http://camplebanon.org/about/statement-of-faith>
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to clearly communicate the love and life of Jesus Christ.

Job Qualifications:

1. Ability to supervise and relate well with people.
2. Seasoned competency in general maintenance areas.
3. Creative vision for site development.
4. High standards for cleanliness and safety.
5. Eager, self-starting attitude.
6. Capacity to perform the "ministry of maintenance."
7. Physically able to perform primary maintenance functions and lift seventy-five pounds.

Position Mission Statement: *The Facilities Manager will be charged to present a site and facility that is continuously improved in its effectiveness for ministry to guests and support to program leadership. The Facilities Manager will also give attention to productive employee relations and budgetary guidelines. In so doing, the Facilities Manager will foster team unity, promote responsible stewardship, catalyze organizational excellence, maximize ministry opportunities, and ultimately enhance the experience of guests in fulfillment of Camp's mission to "provide a 'Meeting Place with God' to help the Church do the work of Christ."*

POSITION RESPONSIBILITIES

1. SITE PREPERATION

- A. Superintend preparation and upkeep of grounds, facilities, and equipment for year-round ministries, including:
 1. Snow removal.
 2. Road maintenance.
 3. Lawn and grounds care.
 4. Garbage removal.
 5. Septic functionality.
 6. Shop and storage organization.
 7. Overseeing the installation and removal of waterfront.

2. MAINTENANCE

- A. Facilitate building repairs and improvements through site observation and work orders.
- B. Manage all aspects of Camp's preventative maintenance schedule.
- C. Oversee the maintenance of vehicles, power tools and equipment.
- D. Inspect and maintain all health and life safety equipment.
- E. Check the entire grounds for safety and hazards on a regular basis.

3. PROJECTS

- A. Oversee site and facility projects in fulfillment with Camp's long-range site improvement plan.
- B. Develop project cost estimates for Camp's Capital Project Approval Process.
- C. Work with Camp department leaders to implement cross departmental projects.

4. DEPARTMENT SUPERVISION

- A. Supervise facilities personnel by:
 1. Hiring, training, scheduling, evaluating, and supporting paid staff.

2. Running facilities staff meetings to drive effective communication.
 3. Recruiting, equipping, supervising, and appreciating volunteers.
 4. Coordinating the services of repairmen and maintenance service providers.
- B. Control the expenditures of the facilities budget by:
1. Reviewing budget reports.
 2. Implementing cost-saving measures where appropriate.
 3. Recommending to the Executive Director budget needs and requisitions.
 4. Promoting conservation of energy and consumables.
 5. Managing vendor and supplier relationships.
- C. Administration
1. Maintain careful operation records, logbooks, and manuals in a well-organized shop and office.
 2. Submit a Facilities Manager's summary report for the Annual Report.
 3. Contribute to site Master Planning and implementation.
 4. Processing annual licenses.

CORE STAFF MINISTRY TEAM RESPONSIBILITIES:

1. Meet regularly with your Supervisor to discuss responsibilities.
2. Attend Management and Core Staff meetings as required.
3. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
4. Contribute spiritual ministry by actively supporting Camp Lebanon's mission in providing a "Meeting Place with God" to help the Church do the work of Christ.
5. Apply biblical Body Life principles to preserve and enhance staff unity.

OPPORTUNITY DETAILS

START DATE: Immediate

SALARY & PTO:

- Salary Range Camp Housing * (utilities paid minus phone/internet) \$40,000 - \$50,000
* Not currently available
Own Housing (within 15 miles of Camp) \$50,000 - \$65,000
- Work Week Generally 40 - 50 hours per week (with seasonal fluctuations), some weekends.
- Paid Time Off 120 hours (3 weeks)
- Paid Holidays New Years, Easter 2, Thanksgiving 2, Christmas 2.

HEALTHCARE: Christian Healthcare Ministries (CHM) Visit www.chministries.org for details.

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount: \$162 / \$320 / \$478
- Includes Brother's Keeper option.
- Paid as payroll deduction pre-tax.
- Personal Responsibility (annual) \$500*/person, \$1500 family limit.
(* Reducible for negotiated reductions of medical fees.)

Health Reimbursement Account (HRA) – 100% Employer funded (single/couple/family 3+)

- Coverage Limits (annual): \$2400 / \$3600 / \$4800
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

RETIREMENT: 403(b) Match Opportunity

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.

For more information: Parker Anderson, Director of Operations 1.320.403.9514 panderson@camp-lebanon.org