



Pilgrim Pines Camp Facilities Manager

Responsible to: The Executive Director

Salary- \$32,000-\$37,000 includes housing and benefits. This is an exempt position.

These job specifications should not be construed to imply that these requirements are the exclusive standards of this position. Personnel will follow other procedural instructions, and perform any other related duties, as may be required, or amended from time to time. This will be an exempt position.

General Job Description:

Working effectively with the Executive Director, to maintain the safety and operation of the camp. Keep all the buildings and grounds in top shape to ensure safety for all. Prepare the site for guests as needed. Keep camp equipment in top shape. Maintain the pool. May also be called upon to work in food services, program, hospitality, public relations, and health and safety, to effectively serve the programs of Pilgrim Pines, and those of other groups hosted at the site. Will work to help carry out the policies, procedures and goals identified by the Executive Director and Pilgrim Pines Board.

Requirements:

- Knowledge and Skills in various building trades (i.e. electrical, plumbing, painting, construction, equipment operation, water systems, pool systems and septic systems, erosion control, etc.)
- Ability to accept direction, supervise and encourage volunteers and work well with others
- Self starter, organizer, goal-oriented, ability to work independently
- Able to be on your feet for long periods of time. Able to handle the challenging climate and terrain of camp.
- Able to be flexible with hours, including being on call some nights and weekends.
- Pass annual background check, CPR, AED and first aid certification as well as a Food Handlers Card (willingness to obtain)
- Willing to be a part of a team and willing to further the mission and vision of Pilgrim Pines Camp. Willing to be kind and inclusive of all who participated in the ministry of the camp.

Specific Responsibilities:

1. General Maintenance

- Conduct the janitorial activities of the camp
- Prepare facilities for User Groups
- Identify safety hazards and corrective actions, promptly perform corrective actions
- Inspect and make necessary repairs of all facilities and equipment
- Supervise vendors performing maintenance
- Maintain all ACA standards and required safety logs
- Be available for emergencies (including off hours when guest are in camp)

2. Building, grounds, and vehicle maintenance

- Keep and maintain all camp vehicles in good operating condition
- Maintain grounds to assure minimal risk of injury to persons using camp
- Maintain camp signage
- Maintain water systems at camp, including- maintain irrigations systems, coordinate with water company personnel
- Maintain and repair septic systems on routine, scheduled basis working with vendors
- Complete monthly reports, logs and review with Camp Director
- Identify additions/modifications to facilities to meet needs
- Supervise and work with outside contractors when necessary or requested
- Maintain grounds to reduce risk of fire hazard, including but not limited to: annual inspections, removal of fire fuel, and conducting drills with user groups.
- Maintain the maintenance shed and all areas where tools, equipment, firewood, etc. are stored, parked or staged, inside and outside, in an orderly manner minimizing visual blight and facility user exposures to potentially dangerous situations.
- Work with outside groups -volunteer clean up day, special service projects, Eagle Scouts...
- Snow, leaf, and weed removal as needed

3. Occasionally required to help in other areas of camp as available.

4. Some basic computer skills required for reports, receipts filing and other as needed.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to fingers, and be on your feet.
2. Regularly required to be on your feet for long periods of time.
3. Frequently required to walk, sit, stand, and talk or hear.
4. Occasionally required to climb or balance, stoop, kneel, or crouch or walk on steep grades.
5. Occasionally required to move up to 100 pounds.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
7. Routinely required to operate power equipment, log splitter, backhoe, snow plow.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
2. The noise level in the work environment can be quiet to noisy.
3. The employees must remain flexible with timing and be able to shift priorities as needed.

4. Frequently work near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of fire.

Core Competencies:

Cooperation: Committed to a positive working relationship with the Executive Director, other staff, and all camp users; takes initiative but also checks in with supervisor about suggestions, new ideas, and concerns; acts as a team player.

Hospitality: Genuinely welcomes and greets all persons interested in the Camp in person or on the phone with a positive and warm presence; offers help and encouragement; is clear about how answers will be found to questions if answer is not known by the staff person.

Organization: Prioritizes work assignments with an ongoing and updated task list; meets deadlines; learns and applies Camp policies and procedures, prioritizing safety and health policies; is able to multitask; is able to be interrupted while working and respond positively to new or unexpected situations.

Confidentiality: Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about other staff and all camp users; shares frustrations and concerns only with the Executive Director or Board; acts with integrity and trustworthiness as a public representative of the Camp.

Communication: Facilitates open and clear communication about the Camp's (facility/kitchen/etc) needs between staff, Executive Director, and Board; follows up on tasks promptly and updates all those who are affected.

Promotes Camp's activities and mission: Is able to articulate and support the Camp's mission and vision; is aware of and enthusiastic about the Camp's events, programs, and opportunities and ready to answer questions about and promote them; encourages new people to participate.

To apply for this position please email your resume and cover letter to Executive Director Tracey Brown at pinestransitionteam@gmail.com

For questions/clarifications please email Tracey Brown at pinestransitionteam@gmail.com

The position will remain open until the right candidate has been found but the team is anxious to fill it soon.