



Paradise Point Camp Job Description



Job Title: **Facility Manager**

Classification: **Non-Exempt (Part-Time, Year-Round)**

Reports to: *The position generally would report to the Camp Director for day-to-day operations and to the Bishop of the Episcopal Church in Idaho for long-term facility management and projects.*

Salary range: \$20/hour with varied weekly hours depending on season (Peak summer approximately 30 hours/week, winter approximately 5 hours/week)

Paradise Point Camp is a rustic summer camp on the Payette Lake in McCall, Idaho and ministry of the Episcopal Church in Idaho. Paradise Point Camp operates seasonally (May-October) and is seeking a motivated self-starter to join our year-round staff as the Facility Manager. Ideally, this person lives locally near McCall, Idaho to maintain and monitor the facility in the off-season as well as during camp sessions.

Position Purpose:

Plan and coordinate the development, maintenance, and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

1. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
 - ♦ Oversee the purchase, use, and care of all maintenance equipment and supplies.
 - ♦ Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as winterizing, painting, etc.
 - ♦ Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
 - ♦ Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
 - ♦ Maintain water treatment and filtration system, fire suppression system, and other major areas of camp infrastructure.
2. Supervise, and coordinate staff and volunteers engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
 - ♦ Train seasonal maintenance staff.
 - ♦ Train camp staff in their maintenance responsibilities.
 - ♦ Train and supervise camp staff and volunteers in the use of camp equipment including maintenance and program equipment as appropriate.
 - ♦ Plan and assign work projects and schedules to maintenance staff.
 - ♦ Plan and supervise work projects for volunteer work crews.
 - ♦ Supervise work, review assignments and effectiveness of maintenance staff.
 - ♦ Evaluate individual performance.
3. Prepare annual budget in consultation with supervisor and Paradise Point Committee.
 - ♦ Monitor expenditures to ensure compliance with the budget.
 - ♦ Purchase equipment and supplies; maintain appropriate records and inventory.
4. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Respond to emergencies on physical plant and site.

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- ♦ Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
- ♦ Conduct initial and end-of-season inventory.
- ♦ Store equipment for safety.
- ♦ Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate as a member of the camp management team as needed to ensure the integration of program and property to deliver a program that meets the needs of campers and the camp mission.
- ♦ Assist in the long range planning for the camp and agency.
- ♦ Assist in representing the camp to local businesses and other related camp groups.

Relationships:

The Facility Manager is responsible for representing the camp in maintaining its relationship with regulatory agencies, other consultants, and local vendors.

Qualifications

A high school diploma or its equivalent, plus two years of experience in the following areas: budget development, facility and site management, maintenance, construction, and land-management.

- ♦ Current certification in first aid and CPR or willing to obtain certification.
- ♦ Current Driver's License.
- ♦ Able to pass a background check and obtain child abuse awareness and prevention training.

Knowledge, Skills, and Abilities:

- ♦ The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle, boat and machinery operation, including maintenance.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- ♦ Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and grounds keeping.
- ♦ Being a team player, exhibiting traits of flexibility/adaptability and believing in the power of outdoor ministry experiences.

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures.
- ♦ Ability to communicate procedures and regulations to staff and guests.
- ♦ Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- ♦ Physical strength to lift equipment and supplies (up to 40 pounds).
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Physical mobility and endurance to operate with daily exposure to outdoor environmental condition of McCall, Idaho (sun, heat, wind, smoke, cold, snow, and rain).
- ♦ Ability to safely and properly use power tools and equipment.
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- ♦ Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

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