

Facility Manager Position Description/Responsibilities

Full Time

The Facility Manager at Inspiration Hills Camp is responsible for the upkeep and maintenance of all camp buildings and grounds, and works with Camp Director to implement needed improvements and strategic plans for future use of the camp.

The responsibilities of the Facility Manager include:

- Working with outside contractors and facility staff to ensure that the care and maintenance of all camp buildings and ground meet or exceed county, state, and federal codes in all areas including:
 - Plumbing
 - Heating
 - Cooling
 - Electricity
 - Safety Standards
 - Cleanliness
 - Roofing/Gutters
 - Siding
 - Ventilation
 - Paint Finish
 - Flooring
 - Equipment Maintenance
 - Power Plant
 - Water Systems, Fresh and Waste Water
 - Land Management
 - Wildlife Management
 - Preservation of Ecology and Eco Systems
 - Insect/Rodent Control

- Maintaining a housekeeping schedule in conjunction with the camp schedule to assure that facilities and grounds are ready for incoming guests groups
- Scheduling personnel and assigning tasks to maintenance/housekeeping staff and volunteer workers in conjunction with weekly retreats and summer camp schedules
- Direct supervision and training of maintenance/housekeeping staff and volunteer workers
- Ensure that mowing is completed in designated areas during the summer months
- Maintenance of ample supplies of firewood for all seasons
- Trail maintenance
- Maintenance of recreational areas
- Weed/debris control in lake and outlying areas
- Ensure that waterfall and pond are maintained year round
- Oversee the maintenance/testing of waste water treatment plant and maintain required EPA records

- Oversee the maintenance/testing of the fresh water wells, water softening system, chlorinator, and holding tanks, and maintain required EPA records
- Ensure that all monitoring logs for maintenance tasks, facility equipment, and vehicles are current
- Maintain files for all facility equipment and purchases including owner's manuals, date of purchase, and repair records in camp office
- Compilation and assignment of daily, weekly, monthly, and annual maintenance and monitoring tasks for maintenance/housekeeping departments
- Work with vendors to assure consistent and fair pricing on chemicals, paper products, maintenance products, fuel, and building supplies
- Ensure and monitor appropriate levels of all maintenance supplies and chemicals
- Meet with the Camp Director on a weekly basis to discuss current projects, capital improvements, and strategic plans
- Reporting problems or concerns immediately to the Camp Director
- Work with the Camp Director and Maintenance and Development Committee to plan capital expenditures
- Manage the facility/housekeeping budget within the guidelines given by the Camp Director
- Manage on-call duties one weekend a month
- Assistance in all other areas of the camp as needed

Qualifications/Experience

- Bachelor's degree or equivalent facility management experience
- A minimum of five years supervisory experience
- A minimum of two years facility management experience