

JOB DESCRIPTION

Title: Facilities Manager
FLSA: Full Time Exempt
Reports to: Operations Manager
Salary Range: \$37,000 - \$40,000
Revision Date: September 2022



POSITION SUMMARY

The Facilities Manager is responsible for planning, implementing, maintaining, and evaluating all facilities related programs and projects for the Camp Ho Mita Koda Foundation (CHMK). Under general supervision, this position performs skilled labor in the repair and overall maintenance of a 72-acre camp facility. This position will work directly with the Executive Director and Operations Manager daily, so clear communication, the ability to complete tasks on-time, and accepting and/or giving criticism is essential. If you are a smart, passionate, reliable, creative hard worker with the below skills, this is your chance to play a pivotal role in the success in a progressive and fast-growing nonprofit organization. *The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.*

ESSENTIAL FUNCTIONS

- Inspects and perform maintenance on assigned equipment and facilities.
- Ensure that multiple camp and program center buildings and grounds are maintained in a consistently safe, attractive, and efficient manner
- Perform routine checks and responds to observations or requests from staff and volunteers.
- Perform repairs and janitorial jobs within expertise and/or oversees contracted services.
- Ensure assigned facilities and equipment are ready for regular business and special events.
- Maintain files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment, contractors, and projects.
- Maintain the inventory, storage, and distribution of equipment.
- Coordinate the development of an annual work plan.
- Take the lead with all onsite workdays, volunteers, scouts projects, and more.
- In collaboration with the Executive Director, develop and maintain an annual facilities budget.
- Conduct periodic inspections, janitorial services, and ongoing maintenance of all camp property, buildings, systems, and vehicles ensuring mechanical soundness and cleanliness.
- Perform a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement and repair tasks, including carpentry, mechanical, and basic non-licensed electrical and plumbing work.
- Maintain water system and wastewater system in compliance with government regulatory agencies.
- Work on assigned projects, and makes appropriate decisions based on work experience and individual skills; notifies supervisors of repair problems beyond the scope of authority.
- Perform specialized seasonal work including swimming pool maintenance, facility oversight, and camp winterization.
- Serve as staff liaison to the Facilities Advisory Committee.
- Continually enhance professional development through workshops, educational courses, seminars, training opportunities and appropriate reading material.
- Present for and provide assistance for programs with any exposure of the camp, both onsite and offsite, including but not limited to rentals, programs, fairs, fundraising events, etc.
- Perform other related duties as assigned.

KEY CHARACTERISTICS

The right candidate understands the importance of industry leading customer service, is programmatically creative, and is adept at managing large amounts of complex work and projects. Other key characteristics include:

- Associates degree required; Bachelor's degree preferred.
- Experience managing the organizations type of facilities, equipment, and events preferred.
- Experience and skills in handyman tasks including carpentry, plumbing, electrical, and basic operation of power tools and mechanics of vehicles.
- Excellent work habits including punctuality, efficient use of time, prioritizing tasks.
- Competency in computer skills (database management, spreadsheets, word processing)
- Ability to communicate effectively and professionally, both verbal and written, with the talent to convey warmth, enthusiasm, and trust.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease and manage diverse projects and a large volume of detailed work simultaneously.
- Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for campers, parents, donors, volunteers, staff and guests.
- Candidate must be a dependable, highly motivated, proactive individual with a 'can-do' attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with strong, service-minded work ethic, candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- Upholds the professional standards of the CHMK and always acts in a manner that is consistent with the best interests of the Camp Ho Mita Koda Foundation and will protect and enhance its reputation and standing in the community.
- Adheres to CHMK's Core Values and aspires to excellence in all aspects of his/her work and serves as a model for others.

REQUIREMENTS

- Non-traditional work hours with evening and weekend work as needed.
- Ability to lift and carry heavy objects (up to 100 pounds).
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- The employee is subject to outside environmental conditions and temperature variations between inside and outside work.
- Prolonged periods sitting at a desk and working on a computer as needed.
- Must be able to access and navigate all areas of the facility.

WHERE YOU WILL SHINE!

The position of the Facilities Manager is well-suited for someone looking to be challenged as a leader in a successful organization. The ideal candidate will have an outlook that is positive, assertive and flexible, and they need to be ready and willing to take on new roles and responsibilities, outside of the scope of the job description, to support the growth of camp. While the Facilities Manager will be supported and nurtured as a member of the leadership team, a successful Facilities Manager will be a person who is highly motivated and a self-starter, willing to try new things often, prepared to make mistakes and learn from them, and able to take on challenges with a consistent sense that their voice and skills matter as a part of the team. We are looking for someone who is passionate about our mission, enjoys working outdoors, with kids, and a strong background in site and facilities maintenance. This person will have the opportunity to make a real difference through maintaining and improving our site to expand our mission to reach many deserving families and campers.

TO APPLY

Submit your resume, letter of interest, and a video expressing your interest to Executive Director, Ian Roberts at ian@camphomitakoda.org. Resumes accepted through January 1, 2023. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

Helping children living with Type 1 Diabetes grow in mind, body, and spirit.