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Maintenance Manager

Position Summary
The Maintenance Manager is responsible for the safe, clean, attractive, and reliable operation of the camp's buildings, grounds, pool, equipment, utilities, and facilities. This position performs preventative maintenance, repairs, inspections, grounds care, and general facility improvements while helping provide a safe and welcoming environment for campers, guests, staff, and ministry programs.

Primary Responsibilities

Facilities & Buildings

- Perform routine inspections of camp buildings, cabins, rental rooms, the worship center restrooms, kitchen, dining hall, meeting rooms, offices, and other facilities.
- Perform general electrical, plumbing, carpentry, painting, drywall, flooring, and mechanical repairs within the employee's qualifications.
- Maintain doors, locks, windows, roofs, gutters, lighting, fixtures, and other building components.
- Identify maintenance problems before they become major repairs.
- Coordinate outside contractors when specialized repairs are required.
- Maintain maintenance records, work orders, and equipment/service schedules.
- Utilization of the work order system.

Grounds & Property

- Maintain lawns, landscaping, trees, shrubs, trails, roads, walkways, and recreational areas.
- Operate and maintain mowers, tractors, UTVs/ATVs, weed eaters, blowers, chainsaws, and other grounds equipment.
- Perform irrigation system inspections and repairs.
- Remove debris, maintain drainage areas, and keep the property clean, safe, and presentable.
- Assist with snow, ice, storm, or other weather-related property maintenance as needed.

Swimming Pool

- Maintain the pool and surrounding pool area in accordance with applicable health and safety requirements.
- Monitor and maintain proper water chemistry and sanitation.
- Perform routine inspections of pumps, filters, heaters, valves, plumbing, fencing, gates, and pool equipment.
- Maintain accurate pool maintenance and chemical records.
- Report equipment problems and coordinate necessary repairs.

- Help ensure the pool area remains clean, safe, and ready for camp use.

Equipment & Vehicles

- Perform routine maintenance on camp vehicles, trailers, generators, tools, and other equipment.
- Maintain preventative maintenance schedules.
- Keep tools and equipment properly stored, clean, fueled, and in good working condition.
- Identify equipment requiring repair or replacement and communicate needs to camp leadership.

Safety & Compliance

- Conduct routine safety inspections of facilities and grounds.
- Correct or report hazardous conditions immediately.
- Maintain proper storage and handling of maintenance supplies and chemicals.
- Follow OSHA, state, county, health department, pool, fire, and other applicable safety requirements.
- Assist with emergency maintenance situations when necessary.

Camp & Ministry Support

- Work cooperatively with camp leadership and other departments to support camp programs and events.
- Assist with setup and teardown for retreats, conferences, summer camps, and special events.
- Help maintain a clean, safe, attractive environment that reflects the camp's Christian mission.
- Treat campers, guests, volunteers, and staff with respect, patience, and a servant's attitude.
- Participate in staff meetings, training, and other activities as assigned.
- Support the camp's statement of faith, mission, values, and ministry objectives.

Qualifications

- Previous experience in facility maintenance, grounds maintenance, construction, mechanical work, or a related field preferred.
- Working knowledge of plumbing, electrical, carpentry, irrigation, HVAC, and general building maintenance.
- Experience operating and maintaining grounds equipment.
- Pool maintenance/operator certification preferred or willingness to possibly obtain required certification.
- Ability to safely operate power tools, machinery, vehicles, and grounds equipment.
- Ability to lift, carry, climb, bend, kneel, and work outdoors in varying weather conditions.
- Valid driver's license and acceptable driving record.

- Ability to work independently, prioritize tasks, and respond to emergencies.
- Strong organizational and communication skills.

Key Performance Expectations

The Maintenance Manager should ensure that:

1. **Facilities are safe, functional, clean, and properly maintained.**
2. **Grounds are attractive, maintained, and safe for campers and guests.**
3. **The pool is properly maintained and ready for scheduled use.**
4. **Camp equipment and vehicles receive regular preventative maintenance.**
5. **Maintenance problems are identified and addressed before they become costly failures.**
6. **Maintenance records and inspections are kept current.**
7. **The camp presents a professional, welcoming environment consistent with its Christian mission.**

Employee Name_____ Signature _____ Date _____

Tasks and Time allocations are subject to change based upon the need of the Granite Hills.