Position Description

Hanging Rock Christian Assembly

**Title: Maintenance Director**

Purpose: To provide a well-groomed and safe environment in all aspects of the Camp Property. Has an understanding that this is a ministry and relationships with our supporting churches are important.

Reports to: Executive Director

Wage: Salary

Time Off: Refer to policy manual

Certification: CPO (Certified Pool Operator

**Main Responsibilities:**

1. Maintain campgrounds (lawn, shrubs, trees, roads, lighting, playground, recreational area, picnic area, trash collection, picnic tables, benches, campfire areas, creek area, trails and pond).
2. Maintain water/waste plant
3. Oversee all swimming pool operations, equipment, and upkeep
4. Maintain ***all*** buildings (construction, electrical, plumbing, new construction, heating, cooling, refrigeration)
5. Maintain Safety Equipment. (Smoke detectors, fire extinguishers)
6. Maintain all camp vehicles & equipment. (Ensure good & safe operational condition & order bulk fuel)
7. Provide preventative maintenance on all buildings, equipment and vehicles.
8. Provide a monthly written report for the Executive Director. Describe jobs performed, upcoming projects with cost and estimates when applicable.
9. **Supervise Staff: -** Help hire Maintenance/Grounds assistant each summer
10. Oversee the Building/Grounds assistant – This person works directly under your leadership. You are to have weekly meetings with them to go over building/ground’s responsibilities. 25 hours year around.
11. Oversee the maintenance summer staff – This position will have direct oversight of all summer staff that is hired for maintenance.

**Miscellaneous Responsibilities:**

1. Keep inventory & order maintenance equipment.
2. Recruit and oversee volunteers for various projects of campgrounds
3. Plan and oversee any and all workdays
4. Be available to be on call as needed for summer programs and retreats
5. Assist with training on recreational elements.
6. Help water and feed horses.
7. Help maintain recreational elements. (Zip line, Giant Swing, Rock Wall, Repelling and Low Ropes.
8. Assist Event Coordinators during summer camp and all other camp functions with any needs they may have
9. Help with setup and tear down for all events, rental groups and summer camps
10. Continually be in search of methods to implement that are more cost effective
11. Any other duties as assigned by Executive Director

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Maintenance Director Date Executive Director/Chairmen of Board Date