



Position Description Hanging Rock Christian Camp & Retreat Center

Vision Statement: "To build and sustain a thriving Christian camp where guests experience rest, renewal, and a deepening relationship with God and others through continued investment in our facilities, programs, and hospitality to meet the evolving needs of a growing ministry."

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| Title: | Lead Maintenance |
| Purpose: | To ensure all assets are maintained in good working order. All documentation and permits are maintained. Camp appearance is maintained at high level. |
| Expectation: | We expect this staff person to work closely with all staff and Building and Grounds Committee. They must have a good working relationship. |
| Certification: | Must be able to obtain Certified Pool Operator Certification |
| Reports to: | Executive Director |
| Time: | Full-Time |

Qualifications:

Technical Proficiency: Understanding various types of equipment, systems, and facilities, including electrical systems, HVAC systems, plumbing, vehicle upkeep, and more.

Leadership Skills: The ability to lead a team through complex maintenance tasks and teach effective work methods.

Problem Solving: The capability to identify potential issues before they become significant problems. Identify emergency vs. need.

Budget Management: The ability to manage budgets, stay within a budget and to set a budget based on actual needs/not wants. Ability to find best pricing.

Communication Skills: The ability to communicate effectively.

Responsibilities:

Building:

- a. Perform a minimum of a weekly inspection of all buildings, looking for non-working lights, exit signs, dripping water, drains working, air vents cleaned, toilet seats, etc. Walk around the outside, looking at HVAC coils, windows, doors, outside lights, etc.
- b. Maintain camp gators and vehicles. Keep records log.
- c. Perform winterization procedures: blow out water lines in unheated buildings and outside faucets.
- d. Perform preventive maintenance: each water heater drained, flushed, and inspected annually. All HVAC units serviced, filters maintained. Gutters cleaned out.
- e. Improve existing structures, building and expanding new structures as needed.
- f. Perform pool maintenance – includes opening and closing the pool
- g. Perform waste treatment maintenance.

Grounds:

- a. _Lead year-round care of the Campgrounds. Leading other staff and volunteers to help maintain (lawn, shrubs, trees, roads, lighting, playground, rec area, picnic area, trash collection, picnic tables, benches, campfire areas, creek area, trails, pond), mowing, leaf removal, snow removal. Maintain all ground equipment (mowers, trimmers, shovels, etc.) This needs to be done at a high-level.
- b. Lead year-around care of firewood supply for camps and retreats. This can be done with the help of staff and volunteers.
- c. Ensure all roads & signs remain in good repair.

Record Keeping & Permits:

- d. Develop a maintenance program that will include at a minimum: Checklist, daily tasks completed, parts used, predictive data for preventive maintenance, inventory control and organization.
- e. Conduct and maintain all required testing (potable water, wastewater, pool if requested, etc.)
- f. Maintain daily records as required to include invoice coding and tracking.

Miscellaneous Responsibilities:

- a. Develop and maintain close working relationships with all staff.
- b. Utilize Buildings and Grounds Committee as a help resource.
- c. Assist in other areas when requested.
- d. Be on call for weekend groups as needed
- e. Help set up and tear down for all events, rental groups and summer camps.
- f. Assist in supervision of summer maintenance staff.
- g. Assist Event Coordinators during summer camp and all other camp functions with any need they may have
- h. Be available to help with all check-ins for summer camp.

Name: Date

Executive Dir. Date: