



February 2021

**Position Description:** Maintenance Manager

**Reports to:** Camp Director

**FLSA Status:** Full-Time, Non-Exempt

**Location:** Monterey, Massachusetts

**Start Date:** September 15, 2021

### **Job Summary**

Responsible for all maintenance operations, tools/equipment, facilities/shops, budgets and employees. Manages all small projects, repair maintenance, deferred maintenance, and planned maintenance activities for the camp. Possesses significant multi-craft skills, knowledge and experience to handle jobs personally or with a team, as well as adequately assess and obtain contract resources when needed. Has aptitude and experience to grow and improve existing systems, including computerized maintenance management systems (CMMS), inventory control, and other processes and equipment. Ensures 24/7/365 coverage by maintenance staff to ensure adequate camp operations. Proactive in helping to meet the spiritual needs of guests and staff.

### **Leadership**

- Develops and maintains a strategic perspective based on organizational needs and direction. Ability to cast vision and grow the maintenance department in alignment with camp growth.
- Has worked in supervisory/management roles and performed well.
- Creative in all aspects of maintenance and small projects and brings opportunities forward for consideration.
- Builds healthy relationships with all people who work in or interact with maintenance and the camp, including guests, contractors, the local community, and employees.
- Consistently maintains a welcoming and friendly attitude; promotes interest and care for all maintenance personnel.

### **Key Responsibilities**

- Ensures all work is performed in a safe and efficient manner. Promotes job safety and consistently identifies and mitigates jobsite risks.
- Responsible for managing small projects and all scheduled and unplanned work requests. Works with Camp Director and other staff to align priorities and resources with health and safety, camp budgets, and programs.
- Responsible for all tools, equipment, vehicles and maintenance buildings operations. Ensures all tools, equipment and facilities are organized and in good working order.
- Responsible for the maintenance budget. Takes leadership role in analysis, recommendations and implementation to ensure an efficient and optimum cost operation. Routinely seeks out cost saving opportunities.

- Develop and implement ongoing improvements needed with camp growth, including work order management, CMMS implementation, inventory control, acquiring equipment and vehicles, and efficient storage/warehousing. Works with Camp Director to identify and source additional personnel when required.
- Takes the lead role for camp in working with local building inspectors and other regulatory agency personnel to obtain building permits.
- Trains and manages regular staff and seasonal staff during the year. Recruits and organizes projects and resources for volunteer groups.
- Proactively and routinely seeks feedback for improvement of the maintenance department's performance.
- Performs other related duties and assignments as required. Hume maintains the right to reassign or change duties as needed.

### **General Qualifications**

- Demonstrates a commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others.
- Agrees with Hume Lake's Statement of Belief and abides by the Code of Conduct.
- Has a servant's heart with a high level of teamwork and maturity. Exemplifies Godliness, integrity, self-control and temperance. Consistently brings an uplifting presence.
- Demonstrates a strong work ethic, arrives to work on time, is flexible, and avoids excessive absences.

### **Specific Qualifications**

- Significant multi-craft experience and skills, including plumbing, electrical, mechanical, and woodworking. Requires sufficient working knowledge and use of required tools and equipment.
- Experience with general construction and familiarity with building codes.
- Has demonstrated strong planning and organization skills. Possesses attention to detail.
- Possesses or willing to obtain certifications and experience for operating heavy equipment.
- Minimum high school graduate. Additional vocational and other skills training preferred.
- Proactive in approach and desire to maintain excellent performance in all areas of role.
- Ability to train others in completing maintenance tasks and the operation of tools and equipment.

### **Physical Demands**

- Must occasionally lift and/or move 50 pounds, be able to stand for extended periods of time, and live in cold weather conditions. Able to climb stairs and ladders to significant heights.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the job.

### **Other**

- Often involves long work hours. Flexibility in working schedule required to meet the needs of the camp's operations and guests.
- Onsite family housing available.