



Lutheran Outdoor Ministries of Northern California
7795 Highway 9, Ben Lomond, CA 95005 www.mtcross.org

POSITION TITLE: Maintenance Manager

REPORTS TO: Executive Director

POSITION SUMMARY:

As a key member of the staff team at Mt. Cross Ministries, the Maintenance Manager is responsible for overseeing facilities and grounds maintenance operations to ensure high standards of condition, appearance, safety, and hospitality. This role plays a vital part in providing quality facilities and maintaining a welcoming, well-kept environment for guests, contributing to the overall mission of the ministry.

MISSION: Providing profound experiences in God's creation.

EDUCATION AND EXPERIENCE PREFERRED:

- 3+ years of experience in facilities, construction, and/or groundskeeping, and/or certificate or degree in facilities management or construction.

GENERAL RESPONSIBILITIES:

- Implement policies and directives from the Board of Directors.
- Uphold and advance the mission and vision of Mt. Cross Ministries as a foundational ministry in the Lutheran faith ecosystem of Northern California and Northern Nevada.
- Manage and coordinate maintenance and repairs on all buildings, utilities, grounds, equipment, and vehicles.
- Plan for scheduled maintenance and upgrades in coordination with the Executive Director.
- Coordinate with outside contractors and services.
- Oversee pool maintenance and coordinate with a contracted pool service provider.
- Conduct regular inspections of buildings and equipment.
- Ensure all maintenance activities are performed efficiently, on time, and within budget.
- Maintain a clean, safe, and welcoming environment in accordance with building codes and standards.
- Supervise and assist with regular volunteers and volunteer events.
- Assist in housekeeping services, ensuring guest cabins, common areas, and dining spaces are kept tidy and welcoming.
- Foster a culture of Christian hospitality, respect, and service toward all guests and staff.

COMPENSATION:

- \$25 per hour, 32-40 hours per week
- Non-exempt, full-time
- Earn 1 hour of vacation time per 16 hours worked
- Health, Dental, Disability, and Life Insurance
- 10% Retirement contribution

QUALIFICATIONS:

- Experience in basic carpentry, electrical, plumbing, and tool and equipment maintenance
- Knowledge of applicable building, health, OSHA, and fire safety codes
- A passion for working with children/youth, various generations, and diverse communities
- Strong interpersonal skills with the ability to resolve conflicts in a healthy and constructive manner
- Ability to work both as part of a team and independently with minimal supervision
- Strong organizational, planning, and problem-solving abilities
- Willingness to work a flexible schedule, including weekends
- A heart for hospitality, providing a welcoming and caring atmosphere for campers, congregations, pastors, and all guests on site
- Physical ability to stand for up to 4 hours at a time, lift up to 20 pounds, and move between different work areas

SUPERVISION AND SUPPORT:

The Maintenance Manager will be supervised and supported by the Executive Director. Annual performance and salary reviews will be conducted by the Executive Director. The Manager will work closely with other Mt. Cross staff to support the overall ministry goals of Mt. Cross.

ABOUT MT. CROSS MINISTRIES:

Mt. Cross Ministries is a Lutheran summer camp and retreat facility. Established in 1948, Mt. Cross is the only Lutheran Outdoor Ministry in Northern California and Northern Nevada and is affiliated with the Sierra Pacific Synod of the ELCA and the California-Nevada-Hawaii District of the LCMS. It is a member of Lutheran Outdoor Ministries, an association of ELCA camps across the country. Mt. Cross Ministries operates consistent with the theology and culture of the ELCA.