



## Job Description Facilities Manager

**TITLE:** Facilities Manager

**REPORTS TO:** Operations Director

**DATE PREPARED:** February, 2019

**FLSA:** Exempt

**EVALUATION:** The Operations Director shall annually evaluate the Facilities Manager based upon previously agreed upon and measurable goals.

### **POSITION SUMMARY:**

The Facilities Manager oversees all facility maintenance and repair operations. This includes all buildings, grounds, and equipment and their related subsystems. The Facilities Manager will strive to ensure that the buildings, grounds and equipment are in order for individuals and groups to have a productive, healthy, safe, and enjoyable time at Briarwood.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for the maintenance and repair of all campus facilities and grounds to meet American Camp Association safety standards.
2. Develop and maintain a preventative maintenance plan for the upkeep of all camp equipment
3. Keep the campus clean and orderly and free of any potentially dangerous elements for internal and external guests.
4. Maintain all records pertaining to facilities and equipment as required by all licensing and regulating agencies.
5. Coordinate maintenance and repair contracts for routine operations of Briarwood.
6. Communicate with Operations Director and camp staff to address maintenance and repair issues in a prompt manner.
7. Practice good stewardship of the land by managing how land is used, when and where fires are used, supervise cleanliness/upkeep of the pool, and work with Briarwood contractor to ensure water quality and adequate sewage management.
8. Be on call, or make arrangements for someone to be on call, to handle emergency problems when camper and retreat guests are on site.
9. Support and assist in the recruitment, training, and supervision of other part time and volunteer staff as needed to maintain facilities.
10. Responsible for providing clear and accurate direction to volunteer workgroups who come to assist in large projects at the camp.
11. Purchase products, maintenance supplies, and other necessary items for the continued upkeep of Briarwood within the guidelines of the annual operating budget.
12. Participate in regular staff meetings and periodic staff planning retreats.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Oversee recycling of all items that can be recycled.
2. Get bids and quotes for best prices for various maintenance and repair projects.
3. Participate in the development of the annual operating budget of Briarwood
4. Responsible for maintaining (or seeing to the maintenance) of all camp vehicles, including working with parts and salvage dealers in the acquisition or disposition of parts.
5. Hire additional part time and contract help as needed, within the guidelines of the operating budget and with approval of the Operations Director.
6. Performs other functions as necessary or as assigned.

**KNOWLEDGE, CAPACITIES, AND EXPERIENCE REQUIRED:**

1. **Knowledge:** Specific training (or competence demonstrated) in the following areas: building construction, electric, plumbing, refrigeration, vehicle maintenance, small engine repair, and grounds upkeep.
2. **Capacities:** Strong, personal commitment to Christian faith. Ability to work well with others, self-motivated to initiate new projects, and able to follow through on details to carry out programs. Must have a driver's license for the state of Texas and an unrestricted driving record and submit to an annual criminal background check. Must be able to operate all equipment at Briarwood, including but not limited to golf carts, tractors, and riding mowers. Must be able to lift 50 pounds and work in the outdoor environment of Briarwood. Must be able to meet and work with clients and relate well to their needs in a pleasant and respectful manner. Must be self-motivated and able to take initiative in resolving problems.
3. **Experience:** Experience in construction trades, grounds, small engine, and strategic planning is desired.

As Briarwood is a Christian Retreat and Outdoor Ministry of the Evangelical Lutheran Church in America, being an active and regularly attending member of a Christian congregation is desired, but not required.

**Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet Briarwood's needs. I have been given a copy of this description.

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_