



FACILITIES MANAGER JOB DESCRIPTION

THE POSITION

The role of the Facilities Manager is to ensure that the Camp's facilities management operates in support of the vision and mission of the Camp. He/She is responsible for managing all facilities along with the day-to-day supervision of maintenance, housekeeping, and laundry crews. The Facilities Manager works closely with the Executive Director, Operations Director, Newfound, Owatonna, Family Camp and Creative Arts Directors to support their programs. The Facilities Manager is hired by the Executive Director and reports to him/her. The Facilities Manager manages all aspects of the facilities all year long.

CAMP VISION:

Our vision is for campers and staff to learn and demonstrate complete trust in God in a unique Christian Science community.

CAMP MISSION:

To be a place where Christian Science is lived and loved, through overcoming limitations, nurturing spiritual growth, promoting spiritual discovery, and having fun.

SPECIFIC RESPONSIBILITIES:

- Management of all facilities-related aspects of Camps Newfound and Owatonna
- Responsible for hiring and supervising seasonal employees
- Provides necessary oversight and training of facilities staff
- Responsible for all aspects of annual start-up and shut-down of Camp
- Plans and executes facility projects in support of needs of all camp programs
- Monitors condition of facilities, activity areas, athletic fields and maintains as needed
- Serves as buyer for all maintenance related equipment (tools, supplies, etc.)
- Insures legal and proper permitting for all camp property projects
- With Executive Director creates and manages a yearly budget
- Keeps yearly inventory of all capital equipment (vehicles, boats, equipment)
- Collects and works with accountant on all staff paperwork – background checks, I9, W4, and W9
- Responsible for payroll for facilities staff – reporting and record keeping
- Resource Management – oversees stewardship of the 200+ acres of Camp and almost 1.5 miles of lakefront property
- Works with Boats Director to manage and maintain fleet during, before and after camp season
- Manages camp vehicle fleet, including securing and maintaining vehicles
- Trains and certifies all camp vehicle drivers
- Maintains camp property lines
- Responsible for camp drinking water program and meeting applicable state laws
- Responsible for maintaining camp septic system
- Responsible for phone and Internet systems at Camp
- Ensures that Camp operates in compliance with all ACA standards and Maine Health standards
- Supports both kitchen operations – important priority during camp season
- Contributes to discussion with Executive Director and Board on long term planning maintaining 1- 3-5-10 year facility plans
- Participates in managing, developing and assisting in Risk Management policy for Camp, including during camp operations and for facilities staff
- Attends Board meetings and participates in calls, as necessary
- Maintains database of major maintenance performed at Camp including capital expenditures
- Maintains good relationships with local vendors, contractors, and town officials to promote Camp as a part of the community
- Serves as Project Manager for all capital projects, securing competitive bids for determination of contractors
- Organizes annual Memorial Weekend clean-up event
- All other duties as assigned by Executive Director

OTHER:

- The commitment is full-time and year round. As a general rule, work is six days a week June – August (12 weeks), and five days a week September – May. During the winter season (December-March) provides security and oversight of property, does plowing and shoveling, works on facilities database and plans for next season
- The Facilities Manager is provided with on-site housing, use of a camp vehicle within the local area, camp computer, health benefits and retirement plan
- The Facilities Manager participates in professional development. The Facilities Manager attends seminars and workshops on subjects relevant to facilities
- The Facilities Manager works collaboratively with all camp Directors to ensure open communication regarding issues that affect the camps
- Days off and vacation time is coordinated with the Executive Director

EXPERIENCE AND COMPETENCIES:

- Strong background in facilities management and familiarity with all aspects of building and maintenance including: construction, carpentry, plumbing, electrical, design, water and septic.
- Strong interpersonal skills, with the ability to engender trust, respect, and camaraderie among all persons with whom they are in contact with
- Excellent organizational and follow through skills to manage multiple priorities and activities at once

PERSONAL CHARACTERISTICS AND QUALITIES:

Understands and leads by Camp's mission and vision

A self-starter

A good listener

An inclusive team builder

A positive role model

An open and effective communicator

Honest

Flexible

Dedicated

Focused

Persevering

Service-oriented

Attentive to detail and follow-through

Leads by example

Loves nature and outdoors

Enjoys hands-on work repairing and maintaining camp

Please submit cover letter, resume and the names of three references with their contact information to:

Seth Johnson,

Executive Director

Camps Newfound and Owatonna

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