



## Position Description

### TITLE: Maintenance Director

#### IDENTIFYING INFORMATION

<u>Status:</u>	Twelve-month, full-time exempt position
<u>Location:</u>	CedarS Camps, Lebanon, MO
<u>Reports to:</u>	Property Manager
<u>Also accountable to:</u>	Executive Director and Executive Director Emeritus
<u>Salary:</u>	Dependent upon qualifications
<u>Contact:</u>	Interested candidates are invited to email a cover letter and resume to Holly Bruland, Executive Director, (holly@cedarscamps.org)

#### PRIMARY FUNCTIONS OF POSITION

Assist the Property Manager in the maintenance and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the camp. Primary responsibilities and activities include, but may not be limited to, the following:

- Actively practice Christian Science and CedarS Five Fundamentals (see [cedarscamps.org/information/about](http://cedarscamps.org/information/about))
  - Obey the Golden Rule
  - Share CedarS mission with volunteers and staff
- Assist the Property Manager in the maintenance of CedarS Camps including prevention, correction, and construction of camp facilities, fleet of vehicles, and machinery
  - Oversee the purchase, use, and care of maintenance equipment and supplies
  - Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as minor repairs, painting, etc.
  - Schedule routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
- Supervise and coordinate staff engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities
  - Train camp staff in their maintenance responsibilities and use of camp equipment, including maintenance and program equipment as appropriate
  - Plan and assign work projects and schedules to maintenance staff
  - Supervise work, review assignments, and provide feedback to maintenance staff
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal as well as American Camp Association accreditation standards and recommended insurance practices
  - Obtain appropriate licenses, permits, approvals from local and state regulatory agencies
  - Develop a schedule and documentation system for checking the physical plant and equipment for safety, cleanliness, proper storage, good repair, and conducting beginning and end-of-season inventories of equipment
  - Implement fire prevention and safety program
  - Respond to emergencies on physical plant and site

#### MINIMUM QUALIFICATIONS

- Age 25+
- Membership in The First Church of Christ, Scientist in Boston, MA, or willingness and interest to apply for membership within first year of employment
- A high school diploma or its equivalent
- Experience with facility and site management, maintenance, and construction

- Current and valid driver license
- First-Aid/CPR certifications (CedarS will provide this training, as needed)
- Must pass a background check
- Ability to work on a team, relate and work well with others, including representing the camp in working with local vendors, regulatory agencies, and consultants
- Desire to accept guidance, direction, and supervision
- Ability to communicate effectively with and supervise volunteers, summer counselors, and contract professionals; strong verbal and written communication skills
- The position requires working knowledge, or willingness and ability to learn the basics, of construction, reading architectural drawings, carpentry, vehicle and machinery operation and maintenance, plumbing, electrical wiring and controls, water and sewage treatment, painting, groundskeeping, pool maintenance
- Proficiency in the safe and proper use of power equipment and tools, building materials, and heavy and light machinery – including tractors, trailers, bush hogs, dump trucks, power tools, welding tools, gasoline tanks, propane and other related equipment and hazards. CedarS will provide on-the-job training for each of these items.
- Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques
- Basic knowledge of Microsoft Office suite and Google Drive (word processing, spreadsheets)
- Willingness to support “all-hands-on deck” off-season programs which may include duties outside the position description – for example: driving shuttle vans and assisting with meal clean up for the fall Bible Study.

#### **ADDITIONAL DESIRABLE QUALIFICATIONS**

- Christian Science Class Instruction
- Knowledge of or ability to learn fire prevention and safety
- Project Manager certification, or willingness to become certified
- Certified Pool Operator (CPO) certificate, or willingness to become certified
- Previous supervisory work experience

#### **PHYSICAL REQUIREMENTS**

- Ability to lift 50+ pounds, work outdoors in all climates, and handle continuous rigorous physical activity
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, mules/golf-carts, light trucks, tractors, and other motorized vehicles
- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests
- Physical and metaphysical ability to respond appropriately to situations requiring calm, spiritual thought
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- This individual must be willing to work irregular hours (early morning hours and weekends) while camp is in session and to live in a camp setting.

#### **BENEFITS**

Housing: On-site housing provided

Meals: Three meals a day are provided all summer and on weekdays 1-2 months before and after the summer

Additional benefits: 401k matching plan and health support stipend, 10 vacation days, 7 paid holidays, up to 12 comp days from 6-day summer workweek, 5 health and personal leave days