

Gravatt Camp and Conference Center
Job Description: Maintenance Manager

MISSION

Gravatt is a sanctuary for the ministry of faith formation, hospitality, leadership development, and environmental stewardship.

VISION

Gravatt is a place where God will be experienced, lives will be transformed, and communities will be created.

CORE VALUES

By living out our core values, Gravatt will create community that inspires people to transform their lives and the world.

Faith: *We believe in God, the Father, Son, and Holy Spirit, and we practice our corporate faith in the Episcopal tradition. We respect and welcome the faith traditions of all people.*

Safety: *We believe spaces and experiences should be physically, mentally, and spiritually safe.*

Growth: *We believe people should have opportunities to learn and grow personally, spiritually, and professionally in a supportive environment.*

Radical Hospitality: *We believe that all are welcome, respected, loved, and accepted for who they are.*

Stewardship: *We believe we have a responsibility to care for people, creation, our facilities and grounds, and our financial and other resources.*

Job Title: Maintenance Manager

Reports to: Director of Operations

Position Purpose: To further the mission and vision of Gravatt while living out the core values through the development, maintenance, and repair of buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures.

Essential Job Functions:

1. Work with the Director of Operations on the development, implementation, and documentation of a maintenance management system (prevention, correction, and construction).
2. Work with director of administration on purchase and oversee use, care, and inventory of all maintenance equipment and supplies.
3. Implement system for regular maintenance and upkeep of buildings and grounds, including routine duties such as mowing, painting, etc.
4. Schedule for routine maintenance, working with director of administration on vendor contracts, for equipment and services including trash removal, recycling, sewer, water, etc.
5. Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
6. Supervise and coordinate staff engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
7. Train camp and conference center staff in their maintenance responsibilities.
8. Assist in preparation of annual budget as it relates to physical plant of Gravatt.
9. Monitor expenditures to ensure compliance with the budget.
10. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
11. Respond to emergencies site.
12. Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
13. Store equipment for safety.
14. Work with the Director of Operations to develop, implement, and document a schedule for checking the physical site and equipment for safety, cleanliness, and good repair.

Other Job Duties:

Participate as a member of the management team to ensure the integration of program and property in order to deliver a program that meets the needs of guests and Gravatt's mission. Maintain clear and positive written and verbal communication with all staff. Provide security and hospitality for guests. Assist in the long range planning. Assist as needed in representing the camp to local businesses and other related camp groups. Other duties may be assigned.

Equipment Used:

Lawn mower, weed eater, blower, truck, power tools, heavy and light machinery, building materials, industrial kitchen equipment, motor vehicle, etc.

Qualifications:

A high school diploma or its equivalent, plus two years of experience in the following areas: human relations and supervision for hiring, training, and scheduling of staff, budget development, facility and site management, maintenance, construction, and land-management. The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance. Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials. Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and groundskeeping. Driver's license required.

Ideally, the position will live on-site in housing provided by Gravatt.

Physical Aspects of the Position:

Ability to understand and implement safety regulations and procedures. Ability to communicate procedures and regulations to staff and guests. Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests. Physical strength to lift equipment and supplies (up to 50 pounds). Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more). Ability to safely and properly use power tools and equipment. Ability to safely drive cars, light trucks, tractors, and other motorized vehicles. Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury). Willingness to work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.

Hours:

Typical schedule is a 40-hour week agreed upon at time of hire, at times adjusted to meet Gravatt's needs. Position requires some evening and weekend work.

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