

Central Pacific Conference, United Church of Christ
Camp Adams
Job Description

Job Title: **Facilities Manager**
Classification: **Full Time**

Supervision Received: Executive Director
Supervision Exercised: Operations Staff and Seasonal Staff

Mission of the Central Pacific Conference, United Church of Christ

We are the United Church of Christ in Southern Washington, Oregon, and Southern Idaho.

Called to:

Foster Stronger Connections
Nurture Spiritual Growth
Amplify our Prophetic Voice
Be an Antiracist Conference

Mission of Camp Adams

Forest First and Community Focused!

Owned and operated by the United Church of Christ for over 80 years, Camp Adams is a youth camp and nature retreat with a proud history of environmental conservation and education. Camp Adams is owned and operated by the Central Pacific Conference of the United Church of Christ as a ministry to our local congregations and the larger community. Through faith formation, environmental conservation, and outdoor education, Camp Adams strives to build the bonds and connections throughout creation that promote a more just and sustainable world.

Position Summary

The Facilities Manager will oversee the upkeep and improvement of all structural and mechanical aspects of the facilities, buildings and grounds of Camp Adams. In addition, the Facilities Manager will oversee the implementation of the terms of the Camp Adams Conservation Easement. The Facilities Manager will work with the Executive Director of Camp Adams to create and sustain a safe, attractive, efficient and effective environment to support the ministries of Camp Adams.

Essential Job Functions

- 1. Identify and conduct ongoing building and facility preventative maintenance and repair**
 - Create and implement annual schedule of routine building and facility safety checks in compliance with county, state, federal and American Camp Association (ACA) guidelines
 - Create and implement ongoing building and facility repairs
 - Ensure pest control measures are in place and maintained
 - Ensure that maintenance schedule for septic system is maintained
 - Ensure regular inspections of chimneys, challenge course, furnaces, and other mechanical systems
 - Work with subcontractors, when needed
 - Work with the Camp Manager of Camp Adams and Camp Adams Ministry Team to plan strategically for capital improvements
- 2. Identify and conduct ongoing upkeep of grounds**
 - Maintain site roads, paths, trails and bridges
 - Ensure regular mowing, trail clearing, and weed trimming
 - Implement a plan for control of invasive plant species
 - Monitor compliance with the terms of the Camp Adams Conservation Easement
 - Work with Camp Adams forestry consultants
 - Work with conservation partners at the Clackamas County Soil and Water Conservation District
- 3. Monitor and maintain quality of site drinking water system**
 - Regular inspection and maintenance of the chlorination system
 - Regular testing of chlorination levels
 - Comply with quarterly lab testing schedule
 - Maintain all necessary permits and licenses with the State of Oregon and Clackamas County
- 4. Maintain documentation of all site mechanical systems**
 - Create and maintain digital archives of existing and improved mechanical systems
 - Create and maintain maps and locations of existing and improved mechanical systems
 - Maintain and update operation manuals for all site mechanical systems
- 5. Manage site maintenance shop**
 - Create and maintain inventory list of all equipment including date purchased and dates of repair or service
 - Regularly inspect and service equipment
 - Ensure tools and equipment are properly stored and in good condition
 - Ensure supplies are secured and stored properly, especially hazardous or flammable materials

6. Maintain site maintenance equipment and vehicles

- Create and maintain digital records of equipment and vehicles maintenance and repair
- Maintain and update operation manuals for all site maintenance equipment and vehicles

7. Maintain kitchen and dining room facilities

- Ensure kitchen facilities meet health department standards
- Ensure regular inspection and service of kitchen equipment
- Oversee general food service operations
- Assist in kitchen as requested

8. Coordinate with volunteer camp service groups

- Schedule and recruit volunteers for camp work days
- Work with service groups such as scouting programs or AmeriCorp to assist with site projects
- Assist in volunteer recognition programs

9. Provide assistance with guest hospitality and site programming as needed**Qualifications and Experience**

- Educational minimum: High school diploma or equivalent
- Three or more years experience in facility maintenance preferred
- Experience in one or more of the building trades
- Familiar and comfortable with United Church of Christ polity and theology
- A willingness to live on site in provided housing
- A willingness to be on-call after hours when guests are present on site or in case of facility emergency

Core Competencies

- Demonstrated proficiency in verbal and written communication skills
- Demonstrated ability to be a self-starter and creative problem-solver
- Basic knowledge of electric, plumbing and carpentry
- Ability to operate large equipment of the size and scale necessary to operate a camp facility
- Ability to maintain valid Oregon driver's license
- Ability to obtain and keep current minimum first aid and CPR certification
- Ability to obtain and keep current training in anti-racism
- Ability to obtain and keep current Boundary Training

Physical Requirements

- Ability to move about the site in various environmental conditions
- Ability to lift at least 75 pounds
- Ability to work in elevated locations accessible only by ladders or ropes/harness