

LAKEVIEW MINISTRIES

DIRECTOR OF FACILITIES JOB DESCRIPTION

Required Qualifications

1. Minimum experience - 5 years of maintenance / facilities work or similar experience.
2. Capable of supervising and guiding a team responsible for the maintenance and upkeep of camp.
3. Working knowledge of basic maintenance, repair, and grounds work.
4. Ability to train, lead and supervise full time, part time, and summer staff members, junior staff and general volunteers.
5. Ability to accept guidance and supervision from others and to work with others.
6. The ability to use maintenance tracking software.
7. The ability to use power equipment and tools.
8. Possess current driver's license and ability to operate tractors and attachments.
9. Desire and ability to work in a camp setting.
10. The ability to visually observe what needs to be done around camp and implement a plan for completing the task.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Skills in various building trades preferable (i.e. electrical, plumbing, painting, construction, etc.)
3. Organized and self-motivated, with the initiative to find work that needs to be done without being told.
4. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

The Director of Operations in terms of application and employment, training and work assignments, as well as personnel policies and practices.

Performance Review

An initial performance review will occur three months after the start of employment and annually thereafter. If performance issues arise, more frequent reviews may be required. These reviews will be conducted by the Director of Operations and/or the Executive Director.

General Responsibilities

1. Train, lead, and supervise the Facilities Team. This includes Facilities Technicians, Groundskeepers, and Housekeeping staff to complete daily tasks and/or special projects.
2. Coordinate the Facilities Team in maintenance, cleaning, and upkeep of the grounds and facilities of Lakeview Ministries to ensure a safe, healthy, attractive, and functional environment.
3. Train, supervise, and mentor the Summer Maintenance Staff.
4. Coordinate and plan volunteer groups and workdays.
5. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

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Specific Responsibilities

A. Personnel

1. Train, schedule, assign, supervise, and evaluate staff members of the Facilities Team.
2. During the summer coordinate the training, scheduling, assigning, supervising, and evaluating of the Summer Maintenance staff and all Junior Maintenance volunteers.
3. Supervise, assign, and coordinate volunteer and service events.
4. Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity.
5. Evaluate current staffing and make recommendations to the Director of Operations as they arise.

B. Administrative

1. Maintain camp's deferred maintenance schedule, making recommendations to the Director of Operations for high priority future maintenance items.
2. Maintain testing records for camp's sewer system for compliance with state regulations.
3. Oversee and manage camp's daily maintenance task software, prioritizing items and assigning Facilities Team staff members for completion.
4. Meet with the Director of Operations weekly to review maintenance needs and prioritize items to accomplish.
5. Ensure all relevant maintenance records are kept up to date and filed appropriately.

C. Groundskeeping (Supervise and Coordinate)

1. Ensure that all grounds and outdoor activity areas of camp are kept free of hazards, and in a presentable and usable state.

D. Building Maintenance (Supervise and Coordinate)

1. Ensure that all buildings are maintained, and in a presentable and usable condition for guests.
2. Ensure that all necessary housekeeping supplies are stocked.
3. Make recommendations for and coordinate minor renovations and updates of buildings.

E. Equipment Maintenance (Supervise and Coordinate)

1. Ensure that camp's fleet of vehicles (tractors, pick-ups, camp vans) are maintained and in good working condition.
2. Ensure that all small-engine equipment such as lawn mowers, trimmers, blowers, and wood-splitters are maintained and in good working condition.
3. Make recommendations to the Director of Operations for new equipment purchases and replacements.

As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.