

<b>Title</b>	Maintenance Director for Camp Cowen
<b>Summary</b>	Under the general direction and supervision of the Director of Camping and Youth, the major responsibilities of the Maintenance Director include maintenance of buildings and equipment, the upkeep of grounds, supervision of volunteers, staff and vendors, record keeping and reporting. Strong organizational skills and interpersonal skills are necessary as well as a broad knowledge in electrical, plumbing, HVAC, carpentry, preventative maintenance, and general repair.
<b>Responsible to:</b>	Director of Camping and Youth
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Working knowledge of mechanical, electrical, and plumbing systems, and other maintenance-related areas.</li> <li>2. Skills in staff supervision.</li> <li>3. Must possess and maintain a current driver's license.</li> <li>4. Pass a background and reference check.</li> <li>5. Excellent work habits including efficient use of time, prioritizing tasks, communication.</li> <li>6. Strong personal commitment to Jesus Christ and complete acceptance of Camp Cowen's mission and purpose statements.</li> <li>7. A commitment to ongoing professional development.</li> </ol>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Coordinate all facility maintenance projects, develop preventative maintenance and improvement plans for the facility, grounds, and equipment.</li> <li>2. Supervise and perform maintenance, cleaning, and upkeep of interior and exterior of buildings, HVAC, kitchen equipment, plumbing, electrical, swimming pool, etc.</li> <li>3. Supervise and perform upkeep of the grounds including mowing, weed-eating, trimming, snow removal, and road maintenance.</li> <li>4. Maintain equipment including electrical, plumbing, HVAC, vehicles, equipment, pool, and kitchen equipment.</li> <li>5. Maintain inventory and manage the purchasing of equipment, safety supplies, tools, chemicals, etc.</li> <li>6. Inspect the facilities and grounds regularly to assess maintenance needs.</li> <li>7. Inform punctually the Director of Camping of any building, grounds, and equipment issues and projects.</li> <li>8. Maintain records, reports, and maintenance logs.</li> <li>9. Provide coordination for volunteers and staff and maintain a safe working environment.</li> <li>10. Assist in other duties as needed.</li> </ol>

Work Environment/ Physical Demands	<ol style="list-style-type: none"> <li>1. Ability to lift and carry objects (up to 100 pounds)</li> <li>2. Ability to perform physical labor required for the position.</li> <li>3. Performing this job requires standing, sitting, walking; reaching with hands and arms; climbing ladders or scaffold, stooping, kneeling, crouching, or crawling; using tools; operating vehicles and equipment.</li> <li>4. Ability to work safely with cleaning equipment, chemical compounds, solvents, cleaners, and solutions, in dry, liquid, and aerosol forms.</li> <li>5. Ability to work in conditions that will create dirt and dust.</li> <li>6. Work is performed both indoors and outdoors in all seasons and various weather conditions.</li> <li>7. May require travel to various locations.</li> </ol>
Status	Year-round, full time
Hours	Full-Time, plus emergency on call