

Northeastern Ohio 4-H Camps, Inc
4-H Camp Whitewood
Facilities Manager
Job Description

Position Description:

The Facilities Manager for Northeastern Ohio Camps, Inc. ,4-H Camp Whitewood, is responsible for maintaining the facilities of this 227-acre property. The Facilities Manager will work with the Executive Director in developing and executing the day-to-day and long-term maintenance and improvement of Camp Whitewood. The ideal candidate will be a self-motivated planner and problem solver. This position may require the individual to be present at camp during evening and/or weekend activities or during emergencies. This is a full-time permanent position with flexible work hours determined in consultation with the Executive Director.

Qualifications:

- Must be 21 years of age or older with valid Driver's License.
- Must be mature, capable, and a mechanically oriented person.
- Should have basic knowledge of general maintenance work.
- Must have a willingness to learn new skills.
- Skill in various building trades preferable.
- Must be able to safely use hand and power tools.
- Ability to climb ladders.
- Must be able to operate camp vehicles and machinery.
- Must have physical strength to lift/ load/carry up to 80 pounds.
- Must be able to assess all aspects of condition of facilities.
- Must be able to complete assigned job duties with minimal supervision.
- Must be able to complete all physical requirements of the job with or without a reasonable accommodation.
- Must maintain a presentable appearance and professional demeanor around clientele.
- Ability to accept guidance and supervision and work with others.
- Must be able to pass a criminal background check, drug test and screening appropriate for working around youth.

General Duties/Responsibilities:

- Is responsible to the 4-H Camp Whitewood Board of Directors through the Executive Director.
- Maintain the facilities, systems, and equipment of 4-H Camp Whitewood in good and safe repair. Facilities include all cabins, restrooms, dining hall, recreation building, camp lodge, administrative headquarters, staff quarters, adjacent grounds (226 acres), ponds, and woodlot management. All management activities will be in accordance with camp policies, conservation easement parameters and woodlot management plans.

- Oversee, manage, and upkeep camp's public water system for fresh water and wastewater management including daily testing and regular reporting of conditions.
- Responsible for keeping a good general appearance of the grounds and buildings, including mowing and snow removal. This also includes planning and executing updates and improvements to facilities as needed.
- Responsible for implementing preventive maintenance systems, schedules, and energy efficiency practices/upgrades.
- Coordinate work priorities with the Executive Director and the Operations & Facility committee of the camp board.
- Meet with the Operations & Facilities committee and keep the Executive Director and the committee updated and informed on the condition of the facilities, grounds, and equipment.
- Responsible for the inventory of camp supplies, tools, and equipment necessary to the maintenance of the camp facilities.
- Supervise all seasonal maintenance personnel, volunteers, contract workers, and other camp staff designated to assist in daily camp maintenance and clean-up. Coordinate supervision and work assignments with the Executive Director.
- Upon the Board's or Operations & Facilities committee's request, secure cost estimates and bids on maintenance, repair, new buildings, and equipment.
- Determine a short-term and long-term maintenance schedule with the Executive Director and the Operations & Facilities committee.
- Promote and utilize prescribed safety practices in all maintenance operations and in use of equipment.
- Perform other duties as assigned by the Executive Director or as judgment and necessity may dictate.
- Obtain certifications as deemed necessary by laws or camp policy (Ex. OSHA, Pesticide applicator, etc.)

Time Required

- Generally, a forty-hour salary work week will be expected during peak season (spring through fall). Flexibility in daily and seasonal scheduling may be negotiated with the Executive Director.

Salary and Benefits

- A yearly salary and benefits will be negotiated based on experience and qualifications.