**Facilities Manager**

**Qualifications**

* Maintenance: 1 year (Required)
* High school or equivalent (Preferred)
* Supervising Experience: 1 year (Preferred)
* Driver's License (Preferred)

**Full Job Description**

The Facilities Manager for Northeastern Ohio Camps, Inc. known as 4-H Camp Whitewood, is responsible for maintaining the facilities of this 227-acre campus. The Facilities Manager will work with the Executive Director in developing and executing the maintenance of the Camp Whitewood facility. The Facilities Manager may be required to be present at camp during evening and/or weekend activities or during emergencies. Work hours will be 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 use hand and power tools safely.
* Ability to climb ladders.
* Must be able to operate camp vehicles and machinery.
* Must have physical strength to lift/ load/carry at least 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 in good physical condition and neat in appearance.
* Ability to accept guidance and supervision and work with others.
* Must be able to pass a 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, dining hall, recreation building, camp lodge, administrative headquarters, staff quarters, adjacent grounds (227 acres), ponds, and woodlot management. All activities will be in accordance with camp policies and its conservation easement and woodlot management plans.
* Oversee, manage, and upkeep camp’s public water system for fresh water and waste water management including daily testing and regular reporting of conditions.
* Responsible for keeping a good general appearance of the campgrounds 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 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 in 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. Hours will be negotiated with the Executive Director.

**Salary and Benefits**

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

Job Type: Full-time

Salary: $28,000.00 to $33,000.00 /year

Benefits:

* Employee discount
* Flexible schedule
* Paid time off

Schedule:

* 8 hour shift
* Day shift

License/Certification:

* Driver's License (Preferred)

Company's website:

* 4hcampwhitewood.com