



Angeles Crest Christian Camp **Maintenance Manager Position**

Position Responsibility Description

The Maintenance Manager's purpose is to help Angeles Crest fulfill its mission by providing a safe camp environment and by keeping the operational maintenance of the equipment, buildings and grounds in good order.

Skills Needed

- Basic contractor skills including; plumbing, electrical, framing, drywall, masonry/cement, roofing, tile work
- Heavy equipment operation (Skid Steer, Tractor, Backhoe, Snowplow)
- Basic automotive repair skills (Example; oil change, replace parts such as alternator, etc.)

Responsibilities & Duties

- Help provide a positive environment and positive leadership for the camp staff
- Encouraging fellow staff members and helping them in other areas if needed
- Keep all the rules and regulations outlined in the Employee Handbook
- Upholding the beliefs that are stated in the Angeles Crest Statement of Faith
- Maintaining safe and functional facilities throughout the camp
- Making sure that the interior and exteriors of all buildings are safe, clean and attractive
- Help keep the camp grounds and landscaping well maintained
- Keep the maintenance areas neat and organized
- Help maintain all the roadways in and around the camp
- Perform scheduled maintenance of camp facilities/vehicles and keep maintenance records
- Be available for emergency repairs outside of normal work hours
- Order and pick up maintenance supplies as needed
- Recruit, train, and oversee a staff of seasonal employees to assist in the maintenance area
- Attend weekly on-site staff meetings to ensure communication with the rest of the staff
- Spend sufficient time in developing leadership skills, knowledge and experience as pertains to the ministry of Christian Camping and facility maintenance
- Meeting regularly with the Camp Director regarding maintenance project priorities
- Create and maintain a "Current Jobs/Project List" that is updated daily or weekly
- Preparing a monthly expense report for any business expenses to the Financial Manager.
- Developing and supervising volunteer work groups

Responsible To

The Maintenance Manger reports directly to the Camp Director and also works closely with the Executive Director regarding the various projects and priorities.