

## ***Facilities Director***

### **Pretty Lake Camp**

Pretty Lake Camp, a multi-faceted non-profit organization founded in 1916, is looking for a Facilities Director to take care of our property and facilities. Would you like to be part of a "Pretty Amazing" organization which helps enrich and impact the lives of thousands of children and adults each year? If you have what it takes we'd love to learn more about you!



To learn more about the position or apply, please visit the "Jobs" portion of our web site at <http://www.prettylakecamp.org/jobs/positions-available/>.

### **JOB STATEMENT**

Under the direction of the Executive Director, the Facilities Director is responsible for planning, organizing, directing and performing the activities related to maintenance, repairs, improvements, cleaning, and grounds keeping at the Pretty Lake Camp facilities. Day to day work should be conducted professionally, making the most effective and efficient use of skills, facilities, and equipment available. These responsibilities are conducted according to the organization's policies, procedures, and all local/state/federal regulations and laws.

### **ESSENTIAL FUNCTIONS**

1. Primary responsibility for the management and compliance of specific ongoing maintenance tasks such as, but not limited to, roofing, plumbing, sewage/waste removal, electrical, heating, grounds keeping, snow removal, road grading, erosion control, cleaning, interior and exterior facility maintenance, vehicle/equipment/tool repair and maintenance, etc.
2. Responsible for hiring and managing all full-time, part-time, and seasonal Facilities personnel.
3. Responsible for the overall development and management of the site facility master plan. Works in conjunction with the full staff on development of resulting short and long range project plans.
4. Plans, budgets and implements annual site projects and improvements based on the site facility plan. Responsible for developing and managing annual facilities budget.
5. Orients, trains, and supervises working volunteers (individuals or groups) as assigned and handles related logistics. Maintains log of volunteer activities, work hours and contact information. Works with the Development Director to coordinate volunteers.
6. Maintains a work order system that tracks time spent on the various maintenance activities and allows other people to check on the status of their work requests.
7. Aids in the development of annual and long-term predictive maintenance work plans and budgets in consultation with other staff members.
8. Purchases maintenance related items according to organizational policies. Submits camp invoices to the Office Manager in a timely manner for payment with proper account coding.
9. Answers routine inquiries and handles telephone calls on behalf of the organization's facilities and property maintenance as appropriate.
10. Maintains (hard copy and/or electronic) files, records, manuals, photo files, and reference materials for the organization related to camp property and facility assets. Maintains records of compliance activities (inspections, etc.).
11. Works in conjunction with Hospitality Director to ensure that facilities are set-up for retreat and program groups. Assists with retreat group "management" including facilities needs, set-up, tear down, etc.

12. Completes other duties as required for the continued improvement of the organization and facility.

**KNOWLEDGE, SKILLS, ABILITIES, AND STANDARDS OF PERFORMANCE**

1. Knowledge and experience in facility/equipment management and maintenance procedures and practices equivalent to those acquired through high school completion and further technical training.
2. Ability to work with minimal supervision and provide self-direction and initiative.
3. Ability to work with co-workers, volunteers and constituents of diverse backgrounds, providing services in a friendly, respectful and courteous manner.
4. Ability to interpret the camp's mission to constituents, volunteers and the general public.
5. Performs work in a logical, orderly and skillful manner.
6. Ability to stay calm and perform work under high stress situations.
7. Ability to identify and anticipate needed work and tasks to be completed for the camp's benefit.
8. Email, word processing and spreadsheet skills preferred.
9. Ability to maintain confidentiality regarding organizational, personnel, client and donor information.