



POSITION: Maintenance Manager

Main Goals:

Responsible for coordinating repair and upkeep of the grounds, facilities and equipment to support the ministry and programs in the West Ohio Camps so that campers, guests, and their families will have a safe experience and will recognize that the facility and grounds are clean, safe and have been prepared for their arrival.

Complete other duties as assigned by the Camp Director

- Responsible to:** Camp Director and WOC Director of Camping & Retreat Ministries
- Desired Qualifications:** Ability to provide maintenance in many facets of camp: general plumbing, carpentry, electricity, vehicle mechanic, logger, HVAC, groundskeeping, etc. Ability to draw up and estimate small projects. Ability to work with young adults and supervise volunteers. Previous maintenance experience is preferred.
- Essential Functions:** Minimum age of 21 and high school graduate, Strength and endurance to maintain working on your feet; Drive and do basic repairs/maintenance on camp vehicles and tractors, operate tools and machinery safely; determine cleanliness of site; observe camp facilities and grounds and initiate any repair/maintenance needs; Capable of lifting 50 pounds; Able to maneuver into small spots and to climb roofs; Ability to supervise other staff in tasks listed above; Ability to demonstrate a positive role model for campers and staff. Safety awareness should be followed at all times.
- Key Result Area:** **Personal Preparation**
- Sub-Goal:** Acquire a knowledge base from which to start
- Performance Standards:** You will know you have done your job well when...
1. You agree to background check
 2. You learn and apply camp policies and ACA standards
 3. You learn and apply safety to all aspects of your job
 4. You learn and review basics of any work area.
 5. You review the campsite and camp goals in consultation with Director
 6. You work under direction of the Camp Director in carrying out the responsibility of maintaining the camp grounds, facilities and equipment.
 7. You participate in meeting once a week with Director
 8. You pray for campers and staff.

Key Result Area”

Sub-Goal:

Buildings, Grounds, and Equipment

Coordinate repair, upkeep, and new projects related to buildings, grounds and maintenance

Performance Standards:

You will know you have done your job well when ...

1. You are responsible for keeping the general appearance of the camp in good repair (including repairs, cleanliness of buildings, mowing, trimming, trash, etc.).
2. You provide feedback and research for major repair and replacement of equipment.
3. You provide input for design and cost of new projects.
4. You create and maintain necessary checklists and reports for repairs and maintenance.
5. You create and maintain systems for order and safety in the shop and other work areas.
6. You provide firewood by cutting, stacking, moving supply for summer and retreat season.
7. You coordinate volunteer work groups with Director including planning project, set up prior to group arrival and supervision and clean up after the task is completed.
8. You complete any other duties and responsibilities as assigned by Director.

Key Result Area:

Sub-Goal:

Partner with other Summer Staff

Be a positive, contributing member of a team

Performance Standards:

You will know you have done your job well when...

1. You work cooperatively and constructively with other staff members
2. You train maintenance staff members in cooperation with Director
3. You schedule and supervise maintenance staff
4. You inform Director of any problems in grounds or facilities.
5. You participate in evaluation of camp events.

Key Result Area:

Sub-Goal:

Participate in conservation and creation care

Make decisions in purchasing, working, and resource management that are in line with our values as an outdoor ministry

Performance Standards:

You will know you have done your job well when...

1. You keep record of cleaning supplies and hazardous materials in an SDS book
2. You make decisions around energy that are energy and cost saving and efficient
3. You make decisions about sanitation, disposal and purchasing that are least harmful or impacting on the environment (3Rs)

Otterbein Maintenance Manager – application procedure:**Resume** may be sent electronically to:

Director of Camp Otterbein

Scott Seese, sseese@wocumc.org

if you prefer to send hard copies, mail to:

15779 Cox Road, Logan OH 43138

Further information can be found at www.WestOhioCamps.org under the **West Ohio Camps > Join Our Team** information tab

Upon review, you may be asked to fill out a Staff Application online including

1. Reference Contact Information
2. Signed Covenant and Disclosure Statement (includes release for background check)
3. Signed Camp Media Release & Release of Liability Form