



Site and Facilities Manager Job Description

HOURS:

Year Round Part Time

ALL STAFF EXPECTATIONS:

1. Serve in a loving, Christian manner
2. Respect and uphold confidentiality in all matters deemed necessary
3. All duties necessary as a Badlands Ministries employee to further the ministry
4. Attend bimonthly staff meetings as requested
5. Make public relations appearances / presentations as requested

QUALIFICATIONS:

1. At least 21 years of age.
2. A residence in close proximity to camp property.
3. Experience in the areas of construction, plumbing, electrical, vehicle maintenance, and general maintenance and repair tasks.
4. Be able to work well as part of a staff team, but also be self-directed.
5. Willing to work a flexible schedule.
6. Ability to manage and work with contractors and/or volunteers.
7. Willingness to work with Facilities Ministries Team
8. Good sense of humor.

RESPONSIBLE TO:

Director

GENERAL RESPONSIBILITIES:

1. Maintain, care for, and improve the camp site, including grounds and buildings.
2. Maintain camp equipment including vehicles.
3. Responsible for assisting in providing and maintaining hospitality at the site during the entire year, making guests feel welcome, appreciated and well cared-for.

4. Supervise staff assisting with the upkeep and maintenance of the camp.

SPECIFIC RESPONSIBILITIES:

1. Keep grounds in good order and roads in good repair and passable.
2. Conduct periodic inspections of the camp site, facilities, and vehicles, ensuring mechanical soundness and cleanliness.
3. Work with Director and Facilities Ministry Team to set priorities and budget for maintenance and construction projects.
4. Make necessary repairs to buildings, equipment, or vehicles, based on set priorities.
5. Keep appropriate records of preventative maintenance service on equipment and buildings.
6. Report on the general condition of the camp property to the Facilities Ministry Team and/or Board of Directors on an annual basis.
7. Maintain records and perform water testing procedures including taking required samples and submitting those to the state of North Dakota.
8. Represent the interest of the camp in any construction project requiring outside contractors.
9. Oversee construction projects and assist outside contractors as required or requested.
10. Organize spring and fall work days in coordination with the Executive Director. This includes estimating and ordering materials for projects for the weekend.
11. Manage volunteer workers when applicable.
12. Interact with retreat guests as part of our service and hospitality.
13. Prepare site and facilities for retreats including restocking firewood, shoveling decks and paths, plowing roads, etc.
14. Supervise summer facilities staff and camphands during summer season.
15. Specific job skills required: Frame carpentry, plumbing, electrical, vehicle maintenance, interior and exterior painting, project estimation of both cost and materials needed.
16. Be "on call" for site and facility emergencies.
17. Anything else necessary to further the ministry.