

FACILITIES MANAGER

JOB DESCRIPTION

October 22, 2026

DESCRIPTION

Plan, prepare, and execute all maintenance of camp in a Christ-honoring manner. Safeguard that all grounds, vehicles, machinery, tools, and equipment are in good working order. Coordinate with the Program Director to share equipment and machinery. Recruit, train, manage and oversee summer staff and volunteers serving in the Maintenance Department.

Create and keeps a list of projects by priority for the Projects Manager. Communicates directly with the General Maintenance Manager to ensure short-term and long-term general maintenance is executed. The Facilities Director stewards the resources given by God to Living Waters Bible Camp and ensures the responsible use of all resources.

REPORTS

This position reports directly to the Executive Director.

MISSIONARY MINDSET

We consider Full-time staff as missionary families serving in the ministry, not a 9 to 5 job for an employee. Therefore, family involvement, daily schedule, yearly schedule, days off, benefits, and perks are seen through the lense of missionary mindset.

FINANCIAL SUPPORT

To keep camper fees low (2 Cor 11:9), all Full-time staff are expected to raise support for their ministries. Salary level will not depend on the amount of support coming in. However, a 75% support level must be reached before starting to serve at camp. Staff is expected to continue the fundraising effort and reach 100% support within the 1st year at Living Waters.

RESPONSIBILITIES

- Technical
 - Keep maintenance buildings clean and organized and stocked for quick and easy access to machinery, tools, and supplies.
 - Maintenance buildings include maintenance building, wood shop, and upper storage garage.
 - Keep accurate inventory of items and machinery for all maintenance buildings.
 - Implement guidelines for staff and volunteers to use maintenance building, machinery, tools and supplies to enable projects at camp while keeping the buildings and areas clean, organized, and stocked.
 - Oversee all new construction projects and remodeling of existing facilities.
 - With the exception of program areas.
 - Follow Camp building guidelines.
 - Ensure proper building code and safety.
 - Oversee all maintenance of existing facilities around camp.
 - With the exception of program areas.
 - Facilities include lodging, dinning, meeting places, office, workshops, and sceptic system.

- Tasks include main electrical, plumbing, phone, PA system, etc.
- Road care and connected drainage features.
- Flood prevention and recovery non-program areas.
- Support and carry out camp policies, as they relate to camp property.
- Responsible for management of an annual budget for the maintenance department including special projects.
- Maintain timely and accurate records on all maintenance related projects and tasks.
 - Set up and implement preventative maintenance program for vehicles, machinery, and facilities.
 - Ensure vehicles, machinery, tools, and other equipment are kept in working order while maintaining warranties and operational records.
 - Inspect the condition of the buildings, grounds and other equipment and complete safety inspection report.
 - Record service warranties and operational instructions for all equipment.
- Manage and oversee staff and volunteers serving in the Facilities department.
- Responsible for well-maintained and highly functional buildings on the camp premises.
- Responsible to maintain records.
 - MSDS sheets & ACA checklists.
- Provide a written and/or oral report prior to each scheduled Board meeting.
 - A quarterly written report shall be produced regarding the completed, in-progress and next year's projects for the Board.
- Keep the roads, bridges, and walkways safe and in good working condition including plowing and salting.
 - Inspect the condition of both bridges and fill out a safety inspection report prior to each summer.
 - Maintain a supply of sand and salt for winter use on the camp road.
- Maintain files of plans and records of buildings, equipment, and vehicles.
- Organize special Work Weekends as needed. Have materials on hand for scheduled projects. Be available to supervise all work projects.
- Work with Executive Director to see that all federal, state, and local fire and safety codes are met and properly recorded and reported.
- Inspect the condition of the buildings, grounds and other equipment as needed, and fill out a safety inspection report prior to each summer. File copies of evaluations and reports in your office with a copy to the main office.
- Regularly inspect buildings in accordance with Child Protection Plan.
- Manage Camp's energy use to be effective and efficient.
- Manage Camp's key system.
- Spiritual
 - Shares the gospel when serving guests Living Waters Bible Camp.
 - Find discipleship opportunities to encourage the volunteers, and staff children to grow in their Christian Character, through hard work
 - Committed to studying God's word to better equip volunteers, and staff families with God's truth in love

QUALIFICATIONS

- Spiritual:
 - Have a solid spiritual walk with Jesus Christ.
 - Have a servant leadership mentality
 - Exhibit a Christ-like attitude
 - Called by the Lord to serve at Living Waters Bible Camp.
 - View this position as a servant ministry.
 - Actively involved in a local assembly or church.
 - Agreement with the camp statement of faith.
- Technical Skills:

- Strong interest and skills in maintenance
- Knowledge of building codes and construction practices.
- Knowledge of HVAC and electrical maintenance.
- Strong mechanical interest and ability.
- Able to have a CDL license.
- Ability to work in a safe manner while working with cleaners, hand tools and power tools.
- Adequate computer skills to perform responsibilities (email, documents, worksheet, presentations, online orders, etc.).
- Physical skills:
 - Able to lift at least 50 pounds.
- Team skills:
 - Team player.
 - Must be able to submit to authority.
 - Must be willing to accept work direction.
 - Strong conflict resolution skills.
 - Ability to work with a variety of personalities of campers, staff, and supporters.
 - Ability to work with volunteers and other staff members as needed.
 - Able to work long hours and have flexibility to fill voids when needed.
 - Available to work weekends.
- Personal skills:
 - High organizational skills.
 - Willingness and desire to be accountable.
 - Able to complete projects and tasks in a timely and efficient manner.
 - Able to work independently and follow through with tasks, commitments, and responsibilities.
 - Self-motivated.
- Leadership skills:
 - Able to manage, train, and supervise, workers and volunteers.
 - Willingness to recruit volunteers.

SERVING DISTINCTIVES

- Promote and uphold the vision and mission of Living Waters to guests.
- Acts in the best interest of the overall ministry of Living Waters Bible Camp.
- Maintains a positive attitude toward the position, other staff, and guests to God's glory.
- Full-time staff must have their priorities set on the ministry of Living Waters Bible Camp, the ministry of their family, and the ministry of the local church.

To apply for this position please send your resume to Andy@lwbc.org. If you have any questions contact Andy Douglass, the Operations Manager, at 608-632-1151. Learn about Living Waters Bible Camp visiting www.lwbc.org