

GENERAL MAINTENANCE MANAGER



JOB DESCRIPTION

March 11, 2024

DESCRIPTION

Oversee in a Christ-honoring manner the housekeeping, grounds, and light maintenance for guests. The position will be responsible for having Camp ready before, during, and after Camp is in session to ensure a quality camp experience for guests and visitors. Coordinates with the Guest Services Manager to ensure needs are met for the guest group. Cares for the resources entrusted to the ministry from the Lord.

REPORTS

This position reports directly to the Facilities 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 lens of the 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, Staff is expected to actively engage in fundraising to maintain a 100% support level.

RESPONSIBILITIES

- Technical
 - Ensure that dorms, cabins, and meeting rooms are clean and prepared for guest arrival.
 - General housekeeping; sweeping, moping, garbage, cleaning, etc.
 - Maintain safe and aesthetically pleasing grounds
 - Responsible for decorative landscaping
 - Responsible for leaf removal from paths and fellowship areas
 - Proactive maintenance and repair of facilities and grounds.
 - Responsible for preparing all guest building interiors and exteriors. Minor fixing or repairing as needed:
 - Check windows for operation and repair glass and screens as needed.
 - Keep rain gutters free of debris.
 - Winterize Bathhouse.
 - Control rodents and insects in buildings.
- Responsible for equipment in all building interiors and exteriors. Fixing or repairing as needed.
 - Maintain furnaces & A/C units.
 - Maintain Refrigeration compressors. Have repaired when necessary.
 - Fix or replace furniture in buildings.
 - Verify that fire extinguishers are in working order and have repaired when needed.
 - Test smoke detectors regularly and fix or replace as needed.

- Assist kitchen manager in maintaining food service equipment.
- Oversee maintenance and upkeep of staff housing.
- Oversee inventory and restock all janitorial supplies.
- Oversee maintenance of all janitorial equipment.
- Manage staff and volunteers serving in General Maintenance.
- Assist in ongoing construction projects when not performing maintenance for guests.
- 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
 - 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 serving in General Maintenance.



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.