

HIGHLAND RETREAT FACILITIES MANAGER

The Facilities Manager will oversee the management of all the physical facilities and grounds of Highland Retreat, ensuring the facilities are fully operational, safe, and prepared for guest services and ministry activities. They will oversee and perform maintenance/repairs/development of the buildings, infrastructure (HVAC, water/septic, electrical, plumbing, mechanical), vehicles, motorized equipment, and property, or act as camp representative with outside contractors and inspectors. They will also facilitate useful and meaningful work projects for volunteers and other Highland staff.

Qualifications:

The Facilities Manager will have a broad scope of proven skillsets relevant to maintenance (mechanical, carpentry, plumbing, electrical), exhibit organizational and relational leadership skills, and be thoroughly committed to the mission statement and core values of Highland Retreat.

Specific requirements include:

- Exhibits a spirit of cooperation, adaptability and commitment to healthy team relations.
- Comfortable and skilled in various forms of communication: written, electronic, face to face.
- Ability to manage others, giving appropriate direction and feedback.
- Proficiency in the basics of Microsoft Word and Excel.
- The ability to troubleshoot maintenance issues across a variety of skillsets.
- The ability to manage multiple projects and priorities.
- Self-directed with an ability to organize schedules, manage inventories, and work within a budget.

Essential Functions/Duties:

- 1) Coordinate volunteers and staff for work projects relating to buildings and grounds. Report volunteer hours for volunteer database and send thank you notes as appropriate.
- 2) Supervise and task additional maintenance personnel, regular volunteers and long term volunteers
- 3) Serve on committees, task forces, advisories as assigned – especially relating to buildings and grounds
- 4) Coordinate contractors, support building and renovation projects, assist in projects as time allows
- 5) Serve as the contact for Building and Health Department inspectors
- 6) Monitor and maintain buildings, grounds, and equipment:
 - building appliances and mechanical systems (plumbing, HVAC, electrical)
 - grounds (trails, streams, bridges, pond, trees, fences, fields, courts, roads, playgrounds, picnic tables, fireplaces, signs, etc.)
 - vehicles and motorized equipment
 - utility systems (water, wastewater, electric, phone, propane)
 - pool equipment and water chemistry
- 7) Respond appropriately in case of unforeseen breakdowns and catastrophes
- 8) Down trees, process firewood, and maintain stocks in woodsheds and wood boxes
- 9) Manage snow and ice on roads, porches, decks, walkways, etc.
- 10) Maintain architectural drawings, sketches and diagrams of facilities and systems
- 11) Maintain an organized shop and work areas with appropriate tools and adequate supplies
- 12) Manage trash removal and recycling systems
- 13) Assist with challenge course maintenance and development in cooperation with Program Director & Challenge Course Manager.
- 14) Develop a preventive maintenance program
- 15) Maintain good relations with neighbors
- 16) Other responsibilities as needed, able, and assigned. This list of responsibilities is not meant to be exhaustive.