

## Maintenance Director

The role of the Maintenance Director is to provide leadership for the maintenance and annual improvement for all facilities, properties, and vehicles. This position will ensure that properties and facilities are cared for in preparation for hosting summer and off-season guest groups, ensuring they feel cared for, nourished, and comfortable while at Lutheran Island Camp. Our vision is to create an experience that exceeds the expectations of each of our guests in a loving and respectful manner while developing relationships with the groups so they grow to love Lutheran Island Camp and would desire to come back year after year. Our mission is to nourish people for joy-filled, Christ-centered life and service.

### Responsibilities:

- Provides overall coordination of facility maintenance, including planning, developing preventative maintenance programs, and annual improvement plans for Lutheran Island Camp and Christ Serve Ranch.
- Hands on maintenance, cleaning and repair of facilities, grounds, and vehicles.
- Contacts and coordinates with independent contractors for repairs and capital improvements beyond his/her capabilities.
- Develops building budgets supporting the preventative and annual maintenance plan
- Plans, and monitors expenditures against budget.
- Coordinates facility and room setup for programs and special events.
- Available on-call for unexpected incidents at facility.
- Plan and supervise regular volunteer work days and servant event programs at the Island, providing the planning and oversight of projects,
- Supervise and mentor college-age summer groundskeeping staff. Most of our seasonal maintenance staff come in with little experience, so the ability to train, supervise, and mentor college-aged staff members is vital.
- Keep accurate and complete records of repairs and routine maintenance items.
- Experience working with horses is preferred.
- Willingness to work a flexible schedule which may include evenings and weekends.

### Compensation:

- This is an administrative position paid on a salary basis
- Total package includes appropriate benefits as described in the employee handbook and an annual salary paid according to the current pay period schedule. Housing is also available.
- Salary is determined based on experience and years of service and as agreed upon by the employee and is reviewable annually.