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## POSITION DESCRIPTION: MAINTENANCE DIRECTOR

*Revised June 2024*

**Position Purpose:** It is the purpose of the maintenance director, working in coordination with the others on the full-time staff to provide for the maintenance, equipment care and grounds keeping of the camp through proper management and Christian development of the camp facilities and staff.

**Position Summary:** The Maintenance Director functions in an effective team ministry, working with the Executive Director in the implementation of quality and safety of the facilities and vehicles for the Camp Perkins community. This position incorporates strong supervisory and time management roles.

A successful candidate must be flexible/adaptable, a *team* player, a self-starter, and someone who enjoys light-hearted moments and a good challenge. As ministry is a work in progress, the individual needs to recognize that job descriptions are somewhat general in nature, and need to be viewed with a spirit that is adaptable to change, for the sake of the bigger ministry picture. As such, s/he should possess strong interpersonal skills and have a heart that both experiences and shares the love of the Lord. The ability to function as a servant-leader is assumed.

It should be understood that Camp Perkins is located in 46 miles from the nearest town in the beautiful, but rugged Sawtooth Mountains which are generally covered with 3-5 feet of snow from December through early to early-May. Though this can be an incredibly beautiful environment in which to work and recreate, this can also be an isolating environment at times. Most interaction will be with a small team on-site with guest and retreat groups joining the community on most weekends.

This is a full-time, salaried position with benefits (medical, disability & retirement) and on-site room and board. Pets are not allowed without the prior approval of the Executive Director. The “normal work week” for this position includes working Friday through Sunday 3-4 times per month from January-March & May-October.

### Qualifications

- Certifications Required:
  - Bachelor's degree or equivalent life experience
  - ID State Class C Driver's License
  - First Aid and CPR (FA/CPR training available during summer training time),
- Have a basic knowledge and/or aptitude in the following areas:
  - Auto mechanics (including small engine)
  - Construction
  - Electrical
  - Plumbing
  - HVAC
  - Bicycle Repair
  - Welding (certification)
- Able to lift 50 lbs. and carry 25 feet and place on a shelf
- Able to navigate computer applications such as Gmail, spreadsheets, Word Documents, and internet applications
- Operate and train others (staff and volunteers) on safe and proper equipment use such as snow vehicles, chainsaws, etc.
- Ability to lead, communicate and work with others in a team environment to achieve goals as a positive role model and motivator
- Maintain a growing spiritual life and set a Christian example at all times and, when needed, lead staff and campers in Christian prayer and devotion
- Willingness to serve and perform tasks beyond those assigned



## **Responsibilities**

- Be responsible for all Camp Perkins maintenance and the supervision of all maintenance personnel
- Manage and update routine maintenance schedule and logs
- Meet regularly with the Executive Director, making reports and recommendations
- Ensure the availability of maintenance support as needed on all days of camp operation
- Ensure quality control of maintenance operations (see that all jobs are completely finished in a timely manner and in a way that will minimize the need for further repair or service)
- Ensure that on-going repair and scheduled maintenance occurs, including grounds-keeping, painting, carpentry, plumbing and electrical repairs; perform or designate basic maintenance duties in order to keep the facility operating at ministry standards.
- Coordinate and schedule all outside vendors (ie - HVAC, Fire Extinguisher inspections, vehicle repairs, etc.), as well as maintenance personnel so as to maximize their effectiveness, in cooperation with the Guest Services and Program Directors
- Organize and supervise volunteer projects, including, but not limited to: Spring Work Weekend, Fall Work Weekend, and summer Servant Events
- Ensure that Camp Perkins operations are conducted in accord with the ministry's policies, procedures and acceptable practices, as determined by the Board of Directors, as well as applicable county, state and federal regulations.
- Maintain Camp Perkins in such a way as to foster a high-quality, safe, Christ-centered and environmentally responsible atmosphere
- Assist in support roles (such as)
  - Hosting/program support
  - Housekeeping
  - Food Service
- Offer consistent Christian spiritual leadership, direction, feedback and supervision for operational staff and volunteers.
- Attend all staff meetings as necessary
- Be a resource person for all of Camp Perkins' special functions, programs, and operations

## **Organizational Relationships**

- At Camp Perkins the direct supervision responsibility of full time staff members at Camp Perkins is the responsibility of the Executive Director.
- The Maintenance Director will be co-equal to the Program, Guest Services, Office, Food Service Director and Development Director and shall work with them in a team relationship, meeting as deemed necessary to carry on an integrated and efficient total ministry.

## **Training and Development**

In addition to an ongoing study of the Bible, the Maintenance Director should avail himself of opportunities to read professional journals, papers and/or books, about outdoors ministry; attend workshops, conferences, or other training that will enhance his growth as an individual and/or his skill in specific areas related to his work.