

Circle Six Ranch Baptist Camp, Incorporated

Facilities Director

Job Description

(Updated September 2nd, 2021)

JOB SUMMARY

The Facilities Director oversees the maintenance, upkeep, and improvement of all facilities, equipment, buildings, grounds, and any future building projects, in order to provide a safe, distraction free experience for our guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead all facets of the maintenance, upkeep, and improvement of the camp. This includes, but is not limited to:

- Perform general maintenance functions as they relate to all facilities.
- Operating machinery, such as mowers, skid steer, backhoe, tractor, etc.
- Perform basic carpentry, plumbing, electrical, and HVAC repairs.
- Maintain and monitor the public drinking water system.
- Maintain and monitor the pool.
- Be on call for emergency repairs.
- Make regular, comprehensive reports to the Executive Director as to the buildings and grounds needs.
- Make sure the facilities are ready for use when groups arrive. Oversee the housekeeping staff, ensure water heaters and ac/heaters are turned on to a comfortable temperature.
- Maintain the camp vehicles.
- Recruit and oversee volunteer groups.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain compliance with Circle Six Baptist Camp's staff policy.
- Maintain compliance with all state laws, federal laws, and regulatory requirements.
- Support and participate in staff spiritual life actives.
- Perform other duties as required, including helping in the dining hall and recreation areas.

FINANCIAL RESPONSIBILITY

- Responsible for ordering and purchasing general maintenance supplies while working within budget. All purchases must be approved by the Executive Director.
- Responsible for getting at least 3 quotes on projects that we hire out. Present them to the Executive Director for approval.

QUALIFICATIONS:

EDUCATION

- High School Diploma or GED
- Some college is a plus
- Trade school is a plus

EXPERIENCE

- At least 3 years of facilities management is preferred.
- Any full time camp staff experience is preferred.

KNOWLEDGE OF

- Knowledge of safety procedures appropriate to duties.
- Excellent communication skills and understanding of guest needs.
- Great proficiency with managing a budget.
- Proficient working knowledge of a variety of tools, from hand tools to power tools.

SKILLS AND ABILITIES IN

- Ability to exercise independent, and basic critical thinking skills and take appropriate level of initiative.
- Ability to maintain confidentiality.
- Ability to work with team members in a manner that builds mutual trust, respect, accountability and cooperation.
- Ability to communicate the mission and vision.
- Ability to speak, read, and write in English.
- Professional and accurate communication with others.
- Ability to speak clearly in face to face interactions
- Good listening skills.
- Excellent organizational skills; ability to multi-task and manage a variety of tasks.
- Ability to meet deadlines.
- Excellent leadership skills necessary to appropriately influence people to achieve a desired outcome.

PHYSICAL DEMANDS

- Much physical effort required on a routine basis; ability to use up to 50 pounds of force occasionally.
- Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
- Work requires a lot of physical agility for doing majority of assigned work, including but not limited to: bending for items below or reaching for items above the individual; crawling in attics; stooping, and climbing on ladders.

WORK ENVIRONMENT

- Work varies from being outdoors in the elements of west Texas, to sitting at a desk. Our summers are hot, our winters are cold, and the fall and spring bring the west Texas wind.
- Some exposure to physical risk while working on various projects.

COMPENSATION

- Housing for the Facilities Director and his/her spouse and children living in the home shall be provided on the ranch grounds.
- Financial compensation shall be determined by the annual budget.
- Health and dental insurance shall be determined by the annual budget.
- Days off, vacations and sick leave will be according to staff policy.

- The Facilities Director and his family (spouse and children living in the home) shall be allowed to eat meals in the dining hall when meals are served at no cost to them. The Food Service Director must be advised ahead of time before feeding any additional family or guest.

OTHER

- Commitment to Christian principles and teaching both professionally and personally. Must be able to fully support Circle Six Baptist Camp's statement of faith. An active membership in a church whose spiritual beliefs are aligned with Circle Six Baptist Camp's Statement of Faith.
- Must demonstrate annually a clear background check and review of child safety practices as required by the state of Texas.
- Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.
- You are the last one in the building before guests arrive, make sure we are good to go.