



Job Title: Facilities Manager

Time: Full-time

Department: Maintenance & Facilities

Reports to: Executive Director

Position Summary: The Facilities Manager is responsible for the maintenance and upkeep of all buildings, equipment and grounds, as well as the water, septic, and other systems that affect the functioning of the physical plant. To accomplish this, the Facilities Manager supervises and directs the maintenance, grounds keeping and housekeeping teams in addition to providing general administration for the operations of Skycroft's facilities.

General Purpose: To provide safe, attractive and well-kept facilities and grounds for the enjoyment of campers and retreat guests.

Job Responsibilities:

Oversee facility and property maintenance and repair activity including:

- Provide general administration for the facilities department including the preparation of work schedules, purchasing supplies and tools, managing inventory, monitor department budgets, etc.
- Maintain understanding and adhere to all county, state and federal health and safety standards and building codes
- Hire, train and manage the performance of employees and contractors working in electrical, carpentry, plumbing, grounds keeping and general maintenance trades
- Oversee the housekeeping team, providing support to the Housekeeping Manager
- Monitor and maintain water system, including all plumbing infrastructure
- Maintain all vehicles, small machinery, power tools, and appliances
- Upkeep, proper use, storage, repair, and replacement of all equipment and tools
- Prioritize, plan and oversee maintenance projects and repair, including the arrangement of contract services as needed
- Oversee the preventative maintenance schedule utilizing an online CMMS
- Manage and assist with snow removal
- Foster a workplace culture that promotes teamwork, quality, service and Christian values

Essential Qualifications:

- Possesses a relationship with Jesus Christ as Lord and Savior
- Possesses a valid Maryland driver's license
- 5 years' experience in similar type of work including supervision of labor and managerial experience in campus facility maintenance or related field
- Knowledgeable in practices, processes, materials, and equipment commonly used in the building trades
- General skills in carpentry, plumbing and electrical work
- Ability to perform manual tasks requiring physical strength and endurance, including the ability to regularly lift 50 pounds
- Ability to effectively train, develop and supervise staff
- Service-oriented with hospitality focus
- Basic computer skills; experience with Excel and databases preferred
- Some evenings and weekends will be required as part of the on-call rotation

Reporting to this Position: maintenance staff of 2-5 people (including 1-2 seasonal groundskeepers) and housekeeping staff of 3-5 people (including the Housekeeping Manager).

Physical Demands of Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee must be able to physically lift up to 60 pounds and will be required to stand and walk for long periods of time; use hands; reach with hands and arms; climb or balance; bend; stoop; kneel; crouch; or crawl; talk and hear; work on/operate heavy machinery and vehicles. The ability to see is required to perform the essential job functions

Work Environment: Work will be performed over the entire Skycroft campus, both indoors and outdoors. While performing the duties of this job, the employee may be exposed to moving mechanical parts, wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; inclement weather conditions. The noise level in the work environment is usually minimal to moderate volume.

General sign-off: This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: _____ Date: _____