

## **Job description**

### **TITLE**

Grounds & Facilities Manager

### **SUMMARY**

This position is responsible for overseeing the care and improvement of the grounds, facilities, and equipment at Holmes Camp & Retreat Center. This includes managing the grounds and facilities staff, as well as taking an hands on role in the day to day facilities operation and upkeep. All positions at Holmes Camp & Retreat Center are expected to take part in offering stellar hospitality to programs and guests. This exempt position will typically work 40 hours per week on a flexible schedule, with some nights and weekends. This role may be called-in outside of regularly scheduled hours in the case of an emergency. This person will take part in the on-call hosting rotation as needed, requiring occasional overnights at Holmes Camp & Retreat Center.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Ensure that the Center's property, facilities, and equipment are well maintained, both as a manager and in a hands-on role.
- Develop and implement weekly, monthly, and annual schedules of maintenance and upkeep.
- In collaboration with the Executive Director oversee hiring, training, scheduling, discipline, and recognition for facilities, grounds, and maintenance workers.
- Participate as an active member of the facilities committee of the board of directors, and report at other committee or board meetings as needed.
- Responsible for planning and supervising volunteer work days including project selection, training, materials, and safety.
- Write specifications and obtain bids for projects or equipment as requested by the executive director.
- In collaboration with the facilities committee and the executive director select contractors for projects at the Center.
- Implement any existing or future management plans the natural resources of the Center including forest and water quality, ensuring proper conservation and utilization.
- Provide leadership to employees and volunteers to ensure their efforts are safely and effectively applied to approved projects.
- Perform all duties in a safe and professional manner in accordance with the law and center policies; carry and wear eye protection and ear protection as needed.

### **OTHER DUTIES**

- Communicate any and all safety concerns directly to the Executive Director or appropriate committee.
- Take part in the host and manager-on-duty rotation as needed, including occasional overnights at Holmes.
- Complete training as needed.
- Perform other duties as deemed necessary or assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to be trained and use maintenance equipment and tools properly and safely.
- Able to establish successful working relationships with co-workers, volunteers, and the public and
- Use good professional judgment, honesty, and integrity in decision making.
- All employees must be able to interact with guests and coworkers in a professional manner.

- Follow procedures to use and/or dilute chemical cleaners safely and properly to prevent damage to floors and fixtures.
- Work cooperatively with other staff

### **MINIMUM QUALIFICATIONS**

- A commitment to creating a welcoming and inclusive environment for guests and employees.
- Knowledge of basic techniques in several of the following: carpentry, plumbing, electrical wiring and controls, HVAC, vehicle and equipment maintenance and operation, groundskeeping, or similar.
- Proficiency in the safe and proper operation of hand and power tools.
- Excellent verbal and written communication skills.
- Proficiency with Google Suite or Microsoft 360
- At least 21 years of age.
- Must possess a valid driver's license with a clean driving record.
- High school diploma or equivalent.
- Must be willing to submit to background checks as required by Center policy, denomination policy, and the State of New York.

### **PPREFERRED QUALIFICATIONS**

- Professional experience and demonstrated proficiency in one or more of the following: carpentry, plumbing, electrical wiring and controls, HVAC, land and forest management, vehicle and equipment maintenance and operation, groundskeeping, or similar.
- Previous experience in camp, retreat, conference, or hotel settings—especially in a ministry or non-profit setting.
- Associates degree, trade school, or equivalent experience.
- New York Certified Water Operator or willingness to certify after hire
- Previous management experience including overseeing budgets and employees.

### **COMPENSATION**

- Minimum annual salary of \$60,500 - exempt
- Generous employer contribution to EPO health coverage for employee and eligible family
- 10 days of paid vacation (increases with service length), 9 days of sick leave, 13 paid holidays
- Employer funded defined-benefit pension; eligible 12 months after hire
- Group dental insurance, vision insurance, and 403b retirement plan
- Employer provided short- and long-term disability insurance.
- Employer provided life insurance.

### **WORK ENVIRONMENT**

- Work in all kinds of weather conditions in an outdoor environment, with exposure to weather, temperature extremes, and atmospheric conditions.
- Noise level in the work environment is usually moderate to loud and will be loud during certain assignments.
- Frequently work with or near moving mechanical parts and/or heavy equipment.
- Use of grounds maintenance equipment including tractors, mowers, skid steers, chainsaws, weed eaters, blowers, and various other related equipment.

- Exposed to dirt, dust, grease, loud noises, foul odors, vibration, fumes, heights, work safety hazards, darkness, and cramped spaces.
- Work will occur across uneven terrain, including hills, slopes, grades, and wetlands in both forested and open areas, which may present numerous slipping and tripping hazards and exposed to various forms of wildlife and their deposits.

#### **PHYSICAL REQUIREMENTS**

- Extensive physical activity required; regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds or greater.
- Regularly required to use hands to grasp, handle, feel and operate objects, tools, equipment or controls, and required to lift and reach with hands and arms.
- Required to sit, stand, walk, stoop, bend, kneel, reach, crouch, and climb; talk to or hear guests and coworkers.
- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus