

JOB DESCRIPTION

Title: Facilities Manager

Status: Full Time Exempt

Reports to: Executive Director

POSITION SUMMARY

This is a rare opportunity to join the oldest summer camp in the State of Ohio and make a meaningful impact in our community. We are a 125-year-old non-profit organization located in Moreland Hills operating a historic youth summer camp program as well as year-round school & corporate group programming.

The Facilities Manager is responsible for planning, implementing, maintaining, and evaluating all facilities related to programs and projects for Hiram House Camp. The Facilities Manager participates as a member of the Hiram House Camp Leadership Team. Under general supervision, this position performs skilled and semi-skilled labor in the repair and maintenance of camp facilities in accordance with safety regulations and policies and procedures. The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties. This position is year-round, but work intensity and pace is elevated during summer camp season (May-August).

DAY IN THE LIFE

The Facility Manager at Hiram House plays an important role in the daily operations of camp. Throughout any given day, tasks will vary from general repair to more comprehensive, large-scale maintenance needs. A morning may start out with some basic plumbing repair to a toilet inside of the dining hall and housekeeping, including mopping and trash removal in the cabins. Then moving on to an afternoon working on minor roof repair and minor construction projects such as fence installation or baseboard trim replacement. Some large-scale maintenance projects are outsourced as needed, as such, the Facility Manager would handle acquiring quotes and overseeing vendors and contractors for those projects.

ESSENTIAL FUNCTIONS

- Coordinate the development of an annual facilities work plan.
- Develop partnerships and innovative strategies to accomplish work plan tasks.
- In collaboration with the Executive Director and Business Manager, develop and maintain an annual facilities budget.
- Conduct periodic inspections, janitorial services, and maintenance of all camp property, buildings, systems, and vehicles ensuring mechanical soundness and cleanliness.
- Keep appropriate records of preventative maintenance service on all buildings, equipment, and vehicles.
- Coordinate any outside vendor contracts for facility repairs.
- Keep appropriate and complete documentation of projects, major repairs, outside contractors & vendors.
- Follow all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; checks property and grounds for unsafe conditions, and clears hazards; reports safety conditions, security issues and illegal activities.
- Perform a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement and repair tasks, including carpentry, mechanical, and basic non-licensed electrical and plumbing work.
- Maintain equipment including kitchen and building appliances, tractors and implements, mowers, small-engine powered equipment, portable and stationary tools in safe operating order.
- Maintain wastewater treatment system in compliance with government regulatory agencies.
- Work on assigned projects, and makes appropriate decisions based on work experience and individual skills; notifies supervisors of repair problems beyond the scope of authority.
- Perform specialized seasonal work including swimming pool set up and maintenance and camp winterization.
- Serve as staff liaison to the Facilities Committee.
- Continually enhance professional development through workshops, educational courses, seminars, training opportunities and appropriate reading material.

- General availability for emergencies when contracted groups or events are on the property. Other duties as assigned.

KEY CHARACTERISTICS

The right candidate understands the importance of self-reliance and the ability to fix or correct facility issues in an economical, safe, manner. The position requires a self-starter who identifies items before they become safety issues and understands the importance of maintaining the property and buildings in a clean, orderly manner. Other key characteristics include:

- Experience and skills in handyman tasks including carpentry, plumbing, electrical, and basic operation, and mechanics of vehicles.
- Experience working with power tools and knowledge of their safe operation.
- Excellent work habits including punctuality, efficient use of time, prioritizing tasks.
- Competency in computer skills.
- Ability to communicate effectively and professionally, both verbal and written, with the talent to convey warmth, enthusiasm, and trust.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease and manage diverse projects and a large volume of detailed work simultaneously.
- Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for campers, parents, donors, volunteers, staff and guests.
- Candidate must be a dependable, highly motivated, proactive individual with a 'can-do' attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with strong, service-minded work ethic, candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- Upholds the professional standards of Hiram House Camp and always acts in a manner that is consistent with the best interests of camp and will protect and enhance its reputation and standing in the community.
- Aspires to excellence in all aspects of his/her work and serves as a model for others.

REQUIREMENTS

- Non-traditional work hours with evening and weekend work as needed. Workload increases in the summer months.
- Ability to lift and carry heavy objects (up to 100 pounds) and perform physical work in various conditions.
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Minimum 2 years' experience in maintenance department and/or trade school diploma.
- Must possess a thorough knowledge of building and equipment maintenance system design and repair.
- The position also requires skill and knowledge of power and hand tools, welding equipment and materials, paints, lubricants, coolants, cleaning materials, fasteners, electronic components, hydraulic components, pneumatic components, and hazardous materials.
- Must be able to operate all hand and power tools, measuring gauges and instruments, all welding and cutting equipment, shop vehicles, trucks, heavy and light duty equipment, and safety equipment.

TO APPLY

Submit your resume, letter of interest, to Executive Director, Courtney Guzy at cguzy@hiramhousecamp.org.

No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

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