

## **JOHNSONBURG CAMP AND RETREAT CENTER**

**822 Route 519 | Johnsonburg, NJ 07825 | 908.852.2349 | [www.campjburg.org](http://www.campjburg.org)**

### ***Job Title: Facilities Manager***

**Reports To: Executive Director**

**Status: Full Time, Exempt**

**Revision: December 2019**

#### **Scope of Position:**

To commit to and help fulfill the mission of Johnsonburg Camp and Retreat Center. Represent Johnsonburg in a positive and hospitable manner; including all communications and interactions with guests and staff through engaging, relevant and compelling programming that intentionally builds faith in God, invites Christian discipleship, and equips leaders.

#### **Responsibilities:**

1. The manager is also accountable for ensuring compliance with applicable local and state regulations and codes, and will be accountable for:
  - Operation of facilities within budget
  - Timely repair of equipment, facilities, and program elements
  - Oversight of major maintenance projects
  - Oversight of contracts related to site and facilities
2. Works independently (hands on) and with other staff positions to insure:
  - Regular and routine maintenance
  - Safe operation of equipment. Compliance with applicable safety regulations
3. Lead the maintenance team by completing projects, overseeing work orders, capital improvements, purchasing of maintenance supplies and repairs.
4. Facilitate the development of technical and customer skills of maintenance team.
5. Respond to resident and guest satisfaction issues regarding maintenance; coordinate response (i.e. snow removal, building access in all seasons).
6. Conduct regular maintenance assessments and complete repairs for buildings, emergency equipment, vehicles and watercraft.
7. Provide overall leadership and management to the facilities staff (year- round and seasonal) and interns.
8. In conjunction with the Executive Director, develop the annual facilities operating budget. Review monthly financial reports and provide analysis/explanations. Work with property team of the board of directors.
9. Manage construction projects.
10. Assist volunteer/mission groups with projects on site.
11. Support the Christian community of Johnsonburg as appropriate; other duties as needed.
12. Supervise P/T housekeeping staff

**Other Job Duties:**

Contribute to strategic discussions on site, facilities and guest needs. Attend staff meetings and lunches. Prioritize projects with the Executive Director.

**Relationships:**

Reports to: Executive Director

Works with: business manager, program staff, hospitality staff, transFORMING LEADERS (interns)

**Qualifications:**

- Experience in construction management, carpentry, facilities management or similar.
- Ability to work as part of a team, to effectively communicate orally and in writing.
- Ability to use facility management software and email.
- Ability to work within a budget and purchase supplies efficiently.
- Must be 25 years of age or older.
- Core Competencies: organizing, delegating, motivating others, compassion, consistent, initiator.

**Physical Aspects of the Job:**

- Ability to safely and properly operate machines and power tools. Driver's license required.
- Ability to walk and stand for extended periods of time. Good visual acuity, good sense of balance, good overall physical condition.
- Ability to lift and carry medium loads (75 lbs) for short distances.

This is an exempt, full-time position. Typical work is weekdays with weekend hours as needed (comp time provided). Pay commensurate with experience. Medical, death and disability benefits are available for employee. Vacation and holidays align with organization personnel policies. Continuing education options.