

## Maintenance Director Job Description – Kenbrook Bible Camp

The Maintenance Director is responsible for the ongoing maintenance of Kenbrook's facilities and grounds for the purpose of ensuring safe and enjoyable use by guests, campers, volunteers, and staff. This position is an integral part of Kenbrook's core staff team. As such, it is essential that he or she works well with others to ensure the successful operation of this Christian ministry site.

**Responsible to:** Executive Director

**Supervisor of:** Maintenance staff and volunteers

**Compensation:** This is a full-time, year-round, salaried position, with on-site housing. Salary based on experience.

### Qualifications:

- Growing, personal relationship with Jesus Christ; regularly connected to a local church.
- Respectful of the core values and doctrine of the Brethren in Christ Church. ([bicus.org/about/what-we-believe/](http://bicus.org/about/what-we-believe/))
- Belief in the value of camp ministry and supportive of Kenbrook's particular ministry.
- Experience in all facets of facility and grounds maintenance and construction at a camp, retreat center, or similar facility including, plumbing, HVAC, electrical, carpentry, painting, automotive, pool care, site development, landscaping, lawn care, and water treatment systems.
- Leadership and supervisory experience in a camp setting or similar experience.
- Possesses a teachable spirit, a team-player attitude, a servant heart; is responsible, industrious and hospitable.
- Self-starter who is highly motivated and able to work unsupervised for extended periods.
- Must be in good physical condition as job requires lifting 50lbs, standing, walking, kneeling, and exposure to the elements, hand/eye coordination and manual dexterity.
- Good problem solving skills, good judgment and able to make wise decisions.
- Project and people management skills, including communication, planning, scheduling, and budgeting.
- Must possess a valid driver's license and be insurable under Kenbrook's auto insurance policy.

### Responsibilities:

- Maintain a list of key maintenance staff and volunteers. Schedule, train and supervise them.
- Maintain a list of key maintenance contractors. Coordinate and schedule with them.
- Lead/assist with volunteer groups and/or summer KREW on maintenance projects as scheduled/needed.
- Maintain records related to all facets of the maintenance department.
- Be a wise steward of maintenance funds within budget parameters.
- General building repairs including: basic electrical, plumbing, heating, cooling, painting and carpentry.
- Grounds maintenance including: grass cutting, trimming, weeding, leaf/entrance blowing and snow/ice removal.
- Maintain all trails, trail markers, walking bridges and property signs.
- Woodcutting activities including: cut, split and stock firewood for all outside campfires.
- Set up and tear down duties in cooperation with guest services and housekeeping.
- Vehicle and equipment maintenance.
- Acquire and maintain all necessary certifications including, but not limited to pool operator and pesticide.
- Water testing and usage recording and water treatment in accordance with the water permit for Kenbrook.
- Maintain pool, pool equipment, pump room and chemicals. Responsible for daily testing of Cl and PH levels; maintain yearly log of testing. Responsible for any communication with state regarding licenses and permits as it pertains to pool operation.
- Furnace filter cleaning, fire extinguisher inspections, smoke/carbon monoxide detector checks and emergency lighting checks.
- Familiarity and compliance with applicable mandates, codes, regulations, and laws, as put forth by state, federal, and private agencies.
- Familiarity with all applicable industry standards, trends, and best practices such as those put forth by ACA and CCCA and ensure compliance when able and relevant.