**Cooperstown Bible Camp**

**MAINTENANCE DIRECTOR**

**JOB DESCRIPTION:**The Maintenance Director is responsible for maintaining the buildings, grounds, vehicles, and equipment of camp in addition to overseeing and organizing volunteers and summer staff members to assist in providing a quality Christ-centered camp experience for guests and campers while carrying out the vision and mission of Cooperstown Bible Camp.

**GENERAL RESPONSIBILITIES:**

1. Hardworking, self-motivated Christian leader.
2. Prioritize maintenance needs of camp.
3. Maintain time management and be able to deliver Time Mastery worksheets upon request.
4. Inventory, maintain, organize, license and clean camp vehicles and equipment to keep them in safe and proper functioning order for the ministry of Cooperstown Bible Camp.
5. Thoroughly train and equip volunteers and summer staff to carry out grounds and maintenance tasks.
6. Promptly communicate and report to the Executive Director the maintenance and facility needs.
7. Assist in the preparation of facilities before and during camps and retreats as needed.
8. Attend and engage in weekly staff meetings.
9. Seek out areas for improvement to camp facilities.
10. Work in accordance with OSHA regulations and CBC safety plans and procedures so as to not injure self or others.
11. Communicate, organize, administrate, and lead others assisting in grounds or maintenance areas.
12. Support the Executive Director and Program Director in tactically carrying out the various programming needs and responsibilities of camp.

**SPECIFIC RESPONSIBILITIES:**

1. Maintain lawns in an attractive manner.
2. Clean up trash and debris as necessary.
3. Facilitate and manage work weekends.
4. Watch all facility buildings so they do not freeze in the winter, maintain all propane tanks to safe levels, not to go under 10 percent.
5. Maintain building temperatures to comfortable levels during events and turn down for economy after events.
6. Winterize all necessary facilities and equipment.
7. Remove snow and maintain camp roads as necessary.
8. Responsible for ordering and purchasing general maintenance supplies while working within budget.
9. Responsible for getting at least 3 quotes on projects that we hire out.
10. Be on call for emergency repairs, during weekend retreats, Summer Camps, and weekends/weekdays.
11. Maintain compliance with all state laws, federal laws, and regulatory requirements.
12. Support and participate in staff spiritual life activities.
13. Attend weekly staff meetings and Bible studies.
14. Meet regularly with staff and Executive Director to enhance clear and effective communication.
15. Meet with the Buildings and Grounds Committee for facility/project updates.
16. Engage with our staff, campers, and guests to fulfill our mission of “Making Jesus Known.”
17. Attend CCCA meetings/conferences.
18. All other duties as assigned.

**QUALIFICATIONS:**

1. Is a believer and has an active faith in Jesus Christ and desires to see campers come to know and grow in Him.
2. A Christian of established character, sound in faith and doctrine, who meets the character traits of Scripture such as: 1 Timothy 3:1-13 and Titus 1:5-9
3. Ability to read and interpret instructions, procedures, manuals, and other documents.
4. High school diploma or GED. College or trade school preferred.
5. A minimum of 3 years of facilities maintenance is preferred.
6. Ability to lift 50+ pounds.
7. Strong mechanical aptitude with knowledge of electrical, plumbing, heating systems, and appliance repair. Carpentry skills including trim, dry wall repair, and painting.
8. Is flexible and accommodating to the time and fluctuating demands of camp and retreat ministries.
9. Is physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.
10. One who loves to work with and serve people of all ages and who has proven leadership and administrative skills.
11. Valid driver’s license and good driving record.
12. Highly organized and self-motivated, who takes initiative without prompting.
13. Is in agreement with the philosophy, policies, visions, and goals of CBC.
14. Concur with the Statement of Faith of the Evangelical Free Church of America.

I understand the terms of this job description:

Please print your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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