

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

Job Title: Maintenance & Facility Manager

Location: Camp Wesley, Bellefontaine, OH

Company: West Ohio Conference of the United Methodist Church

Position: Full-Time

Reports To: Camp Director, Camp Wesley

FLSA Status: Exempt

Position Summary:

The Facilities Manager is primarily responsible for ensuring that guests and campers have a positive and safe experience at our facility through the maintenance, upkeep, and enhancement of Camp Wesley buildings, property, vehicles, and equipment, and by providing support services to our guests and campers while they are on the grounds.

Key Responsibilities:

- Develop and implement an annualized maintenance management system aimed at preventing, correction, and construction for the efficient and ongoing upkeep of buildings, grounds, vehicles, and equipment.
- Ensure the grounds are safe, well-maintained, and aesthetically pleasing. This includes but is not limited to: mowing, tree-trimming, weed control and fertilizing, snow removal, trash disposal, beach combing, plus repair and maintenance of walkways, camp utility roads, parking lots, benches, decks and pavilions, and play-structures.
- Maintain all buildings and camp structures to ensure guest comfort and safety. This includes repair and maintenance of: guest rooms, meeting rooms, public spaces, building utilities and infrastructure, waterfront equipment, and cabins.
- Maintain all camp vehicles and equipment are used, stored safely and properly, well-maintained, and kept in good working order. This includes: watercraft, maintenance tools and machinery, kitchen equipment, etc.
- Make certain that American Camp Association (ACA) accreditation standards and government safety standards are met or exceeded. This includes: obtaining appropriate licenses, permits, and approvals from local and state regulatory agencies, maintaining documentation, heating and electrical infrastructure inspections, chemical storage, OSHA work standards, fire/smoke detection and suppression, vehicle equipment inspections and registration, etc.
- Train, supervise, and coordinate staff and volunteers engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities, in consultation

with the Camp Director. This includes: overseeing interior and exterior renovations and enhancements, planning and assigning work projects and schedules, assisting in the hiring of maintenance staff, evaluating staff performances, etc.

- Managing annual maintenance budget in consultation with the Director of Camps, Retreats and Next Gen Engagement and Camp Wesley Director. This includes: monitoring expenditures, keeping appropriate records and inventory, turning in receipts for purchases, communicating when unbudgeted projects or purchases arise, etc.
- Serve as needed within the whole of the ministry context. This includes: welcoming groups, communicating pertinent information, meal preparation and clean-up, cleaning guest rooms, etc.
- Share in on-call duties for facility and guest group emergencies and other off-hour urgencies.
- Assist in special tasks and projects as requested by Camp Director or Director of Camps, Retreats, and Next Gen Engagement.
- Assist in representing the camp and the West Ohio Conference to local businesses, churches, and other related camp groups.
- Attend occasional training/professional conferences and events (i.e. ACA, CCCA, UMCRCM), as well as training and certifications needed in relation to work at camp

Qualifications:

1. High school diploma or equivalent.
2. Minimum of 2 years' experience in the following areas: maintenance, grounds, mechanics, and/or building trades, as well as, hiring, training, and supervising staff, budget development, and marine maintenance.
3. Strong organizational skills and self-motivation – able to respond positively to direction and requests, ability to organize/de-clutter maintenance areas to meet functional need, and advance departmental goals in a timely and effective manner with little direction.
4. Personable, relational, positive, trusting with a strong collaborative/team approach to work.
5. A willingness to live close to the grounds and be on call for guests needs and facility urgencies.
6. Committed to the Christian faith with a strong desire to serve in a unique ministry setting.
7. Up to date vaccination records.
8. Clear BCI/FBI background check.

Working Conditions:

1. The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, planting, pruning, landscaping, mowing, and weed control. including maintenance.
2. Proficiency in the safe and proper use of power equipment and tools, handling of hazardous chemicals, heavy and light machinery, and building materials.
3. Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, marine maintenance, and

grounds keeping.

4. Ability to understand and implement safety regulations and procedures.
5. Ability to communicate procedures and regulations to staff and guests.
6. Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
7. Physical strength to lift equipment and supplies (up to 40 pounds).
8. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more), sometimes at a heightened pace.
9. Ability to safely and properly use power tools and equipment.
10. Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
11. Ability to observe campers, staff, and guest behavior, assess its appropriateness, diplomatically enforce appropriate safety regulations, emergency procedures, apply appropriate management techniques and alert the appropriate personnel when additional support is needed.
12. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

Travel:

- Some local travel to obtain supplies when needed
- 10% travel to attend meetings, trainings, or to support ministry

West Ohio Conference is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply: Email resume and cover letter by 11/5/2024 to
Director of Camps, Retreats, and Next Gen Engagement of the West Ohio Conference
Rev. Ann Marie Carley, amcarley@wocumc.org