



## **Pilgrim Lodge Site Manager Job Description**

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Class Title:	Maintenance and Operations
Job Title:	Site Manager
Incumbent:	Vacant
Classification:	FLSA Non-Exempt (40hrs/week, Seasonal) <sup>1</sup>
Salary/Wage:	Hourly Rate - \$16.69 to \$20.39
Schedule:	Est. 1,240 hrs per year. May vary, depending on the season and project(s). Weekly hours: 40 per week with occasional seasonal overtime
Benefits:	Statutorily required
Reports to:	Director of Outdoor Ministries (Director)

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### Position Purpose:

Plan, organize, direct, staff, coordinate and budget the development, maintenance, and repair of Pilgrim Lodge's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of Pilgrim Lodge.

### Essential Job Functions:

1. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
  - ♦ Oversee the purchase, use, and care of all maintenance equipment and supplies.
  - ♦ Implement system for regular maintenance and upkeep of Pilgrim Lodge buildings and grounds, including routine duties such as mowing, painting, etc.
  - ♦ Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
  - ♦ Manage natural resources of Pilgrim Lodge including forest and water quality management to ensure protection and proper utilization occurs.
2. Supervise, and/or coordinate staff engaged in the maintenance and improvement of Pilgrim Lodge's buildings, equipment, and other facilities.
  - ♦ Supervise and train seasonal maintenance staff.
  - ♦ Train other Pilgrim Lodge staff and volunteers in their maintenance responsibilities.
  - ♦ Train and supervise Pilgrim Lodge staff in the use of Pilgrim Lodge equipment including maintenance and program equipment as appropriate.
  - ♦ Plan and assign work projects and schedules to maintenance staff.
  - ♦ Supervise work, review assignments and effectiveness of maintenance staff.
  - ♦ Evaluate individual performance.

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<sup>1</sup> This job is full-time from Early April until Early November. During the off season, special projects and items such as snow plowing may be available.

3. Prepare and propose annual budget for the Director's review and for consultation with appropriate staff or committees as might be anticipated in an organizational budget process.
  - ♦ Monitor expenditures to ensure compliance with the budget.
  - ♦ Purchase equipment and supplies; maintain appropriate records and inventory.
4. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
  - ♦ Respond to emergencies on physical plant and site.
  - ♦ Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
  - ♦ Conduct initial and end-of-season inventory.
  - ♦ Store equipment for safety and safeguard from loss.
  - ♦ Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.

#### Other Job Duties:

- ♦ Participate as a member of the Pilgrim Lodge management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of campers and the Pilgrim Lodge mission.
- ♦ Assist in the long range planning for Pilgrim Lodge.
- ♦ Assist in representing Pilgrim Lodge to local businesses and other groups such as the local, state and Federal governments, constituent and client groups, for example.

#### Relationships:

The Site Manager is responsible for representing Pilgrim Lodge in maintaining its relationships with regulatory agencies, consultants, and local vendors.

#### Equipment Used:

Equipment and tools provided to accomplish this position's needed work and those of others under supervision.

#### Minimum Qualifications and Experience

- ♦ A high school diploma or its equivalent, plus two years of experience in the following areas: supervision of staff and volunteer staff; budget development; facility and site management; maintenance; construction; and land-management.
- ♦ Red Cross (or equivalent) Certification in first aid and CPR, or ability to obtain at employer's cost.
- ♦ Must possess motor vehicle operator's license.

#### Knowledge, Skills, and Abilities:

- ♦ The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- ♦ Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and grounds keeping.

#### Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures.
- ♦ Ability to communicate procedures and regulations to staff and guests.
- ♦ Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- ♦ Physical strength to lift equipment and supplies (up to 40 pounds).

- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use power tools and equipment.
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- ♦ Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).