

Pilgrim Lodge – Maintenance and Facility Manager Job Description

Supervisor: Director

Supervises: Maintenance Assistant

The Maintenance and Facility Manager plays a vital role in the care and maintenance of the physical site including grounds, buildings, vehicles and equipment. In addition to hands-on upkeep of the camp, the Maintenance and Facility Manager oversees staff and volunteers who support maintenance efforts, delegating tasks appropriate to skill levels and training while maintaining safety standards.

Maintenance and Facility Duties

- Maintain the facility (grounds, buildings and equipment) in working order, identifying and alleviating health and safety issues of the physical plant
- Ensure compliance with all regulatory standards (e.g. zoning rules, water tests, etc.)
- Work with the Director to prioritize maintenance activities in order to create a manageable and productive schedule and work within budget, obtaining estimates for supplies or work when needed
- Supervise summer “grounds and maintenance” staff and volunteer helpers to ensure proper delegation of tasks and compliance with safety standards, training on use of tools or project assignments as appropriate
- Complete a written annual report on progress, problems and projections for repairs and replacement
- Complete special projects as approved by the Director and/or Pilgrim Lodge Leadership Team
- Be available on an on-call basis as emergencies concerning health, safety and program viability arise

Day-to-day functions to complete or delegate include but are not limited to:

- Cut, fertilize, maintain grass
- Maintain road: fill potholes, clean-up debris and remove overhanging limbs
- Maintain equipment: Fire extinguishers, smoke detectors, boats and canoes, camp vehicles and trailers, power tools, trip camp gear, all kitchen equipment, (gas stoves, refrigerators, slicers, mixers, convection oven) washer and dryer, water heaters and gas systems.
- Organize and maintain shop and maintain supply of tools and equipment for camp repairs as needed for special projects (volunteer and staff)
- Oversee contracted jobs
- Maintain island (buildings and necessary cleanup)
- Order gas and number 2 oil as needed for water heaters, stoves etc.
- Keep registrations up-to-date (boat, trailer, vehicles)
- Maintain firewood supply and clean-up downed trees
- Participate in maintaining cleanliness of facility between use by Spring/Fall groups (bathrooms, cabins, lodge, kitchen)

Complete or delegate seasonal tasks including but not limited to:

Spring Preparation

- Clean all roofs and gutters
- Complete set-up of water system; clean reservoir, flush, hookup and repair water lines to cabins and lodge
- Set up chorine injection system
- Re-finish floors in lodge
- Level cabins, lodge, boardwalk
- Supervise installation of boat and swimming dock
- Check septic system, pumps, valves electrical hookups

Summer Maintenance

- Help Director with staff training as regards proper, safe use of equipment, emergency procedures (location of water/electrical system, fire drills)
- Take care of physical plant maintenance needs as they arise
- Water testing, make reports to State of Maine
- Dump runs as needed
- Launch and recovery of trip camps as needed

Fall preparation for winter

- Supervise removal of boat and swimming docks
- Drain and prepare water system for winter
- Cap fire places
- Ensure proper storage of freezable equipment and supplies
- Close up all buildings for winter

General Duties and Expectations

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with maintenance needs. Model this attitude of service for the staff and work to cultivate a staff culture of generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Participate in staff training, activities and meetings as assigned.
- Participate in emergency drills and respond to emergencies.
- Fulfill Community living assignments (i.e.: helping clear the lunch table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other applicable duties as assigned

Qualifications:

- Age 21 or older
- Driving license
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

Knowledge, Skills, and Abilities:

- Experience with a wide range of applicable maintenance tasks as outlined (including but not limited to basic carpentry, small engine repair, plumbing, electrical and grounds maintenance)
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Ability to demonstrate leadership in the engagement staff and volunteers with positive communication skills, willingness to provide training, and project management skills
- Willingness to learn and work in a diverse community

Equipment Used:

- A wide variety of hand tools and power tools

- Cleaning equipment
- Golf cart, truck, car, tractor, motor boat

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies. Must be able to assist campers in an emergency.

Term of Position: This is a seasonal position for Pilgrim Lodge's summer camp program. Dates of employment will be defined in a written letter of hire.

Mission Statement: *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*