

# core staff **DIRECTOR OF BUILDING MAINTENANCE**

Responsible to: Executive Director

## **QUALIFICATIONS**

- Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith
- Has a sincere love for the Lord and desires to see people come to know Him personally and grow in their faith
- Possesses the ability to work with and motivate people
- Has a working knowledge of equipment operation, mechanical equipment, building maintenance, grounds maintenance, and general construction
- Must be physically able to perform the responsibilities associated with this position

## **GENERAL RESPONSIBILITIES**

- General maintenance of the buildings and program areas
- Supervise and utilize all workers assigned to him
- Oversee and implement new construction and remodeling projects
- Inventory, stock and submit purchase requests for building and program maintenance
- Submit recommendations for purchases and projects to the Executive Director for approval
- Be "on call" for maintenance emergencies
- Is available to assist in other areas as needed or assigned by the Executive Director
- Assist in the custodial/housekeeping of all camp buildings during non-summer months
- Assist in organizing work weekends and assisting in recruiting volunteers for those weekends
- To keep current with trends in Christian camping and trends related to his/her ministry area.
- Be available for retreat hosting as needed

## **SPECIFIC RESPONSIBILITIES**

- Groom and maintain winter sports areas
- Assist in clean-up before and after retreat groups
- Haul trash as needed
- Maintain proper firewood supply
- Maintain program equipment - skis, game tables, docks, etc.
- Upkeep of exterior and interior of buildings, keeping proper records
- Winterize camp facilities; then switch back before summer
- Maintain/repairing of heating, water, sewer, electrical, and refrigeration systems, keeping proper records

## **BASIS FOR MEASUREMENT OF PERFORMANCE**

- Shows by example a solid spiritual walk with Jesus Christ
- Is dedicated to the overall objectives of Arrowhead
- Shows a willingness to assume related assignments with encouragement, diligence, and a good attitude
- By appearance and attitude displays Christian love to visitors, staff, supporters and the general public
- Review job performance annually with the Executive Director for accountability and encouragement

