

JOB DESCRIPTION

POSITION: Director of Building Maintenance

RESPONSIBLE TO: Executive Director

I. QUALIFICATIONS:

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

II. GENERAL RESPONSIBILITIES:

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

III. SPECIFIC RESPONSIBILITIES:

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

IV. BASIS FOR MEASUREMENT OF PERFORMANCE

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