

## CAMP PENN FACILITIES MANAGER

Job: Part-time  
Type: Year-round

The Camp Penn Maintenance Manager will give direction and guidance to all facility and maintenance concerns. The person must exemplify the values of Christian faith and have a willingness to share that faith in the context of their job. They will show Christian hospitality to all guests with whom they come in contact.

### **JOB RESPONSIBILITIES:**

- Seasonally open & close the site's infrastructure.
- Maintain a neat, clean and well-groomed appearance of the site. (mowing, leave blowing, limb or tree removal)
- Schedule, plan and purchase materials for work projects.
- Coordinate and plan for volunteer workgroups and workdays.
- Maintain operations at the pool and sewage plant.
- Obtain necessary certifications, licenses, and permits, following local, state, and federal guidelines (Dept. of Agriculture & DEP).
- Implement a system for regular maintenance and upkeep of all buildings and grounds.
- Schedule routine maintenance and vendor contracts on equipment and services, including trash removal, recycling, sewer, water, etc.
- Keep all motors (mower, weed whacker, chain saws, etc.) in proper condition performing regular maintenance.
- Complete daily, weekly, and monthly maintenance tasks.
- Assist with supervision of seasonal staff involved with maintenance with Site Director.
- Plan and assign work projects and schedules for seasonal maintenance staff to accomplish.
- Purchase of equipment and supplies needed for the season.
- Conduct pre-season and on-going inventory.
- Maintain a good relationship with local vendors, regulatory agencies, and other consultants.
- Follow & institute approved policies and procedures of the camping program.
- Buildings are clean in preparation for groups.
- Work closely with Site Director.

### **QUALIFICATIONS:**

- Have skills or degree in construction or a field related to organizing and maintaining a seasonal facility.
- Have at least three years' experience in construction and/or property management, with a minimum of two years in a supervisory capacity.
- Demonstrate knowledge of construction codes, health and safety regulations, purchasing, supervision, and state and local regulations regarding the maintenance of buildings and equipment.

- Hold current certification in first aid and CPR, licenses or permits to deal with hazardous chemicals.
- Hold a valid driver's licenses with no serious violations.
- Hold current Pennsylvania clearances for protection of children & youth (3).
- Knowledge of or the ability to learn the following: construction, carpentry, electrical, plumbing, roofing, refrigeration, mechanical repair and LP gas and fuel oil equipment maintenance and repair.
- Willing to maintain a friendly and helpful relationship with the campers, volunteers, visitors, and staff.

**PHYSICAL DEMANDS:**

- Ability to understand and implement safety regulations and procedures.
- Ability to communicate procedures and regulations to seasonal or part-time staff.
- 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 50-75 pounds).
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time.
- Ability to safely drive light trucks, tractors, and other motorized vehicles.
- Must be able to assist campers in an emergency (fire, evacuation).

Further responsibilities or duties can be added as needs warrant.

REPORTS TO: Site Director

**Seasonal Nature of Position:** Hours can be adjusted seasonally. March thru May three days a week. June thru August daily (5 hours a day). September thru December three days a week. This position has room for growth.

**Starting Compensation** \$11.50 - \$15/hour commensurate with experience.

**How to apply:** Send cover letter and resume' to: Joe Sprenkle [jsprenkle@susumc.org](mailto:jsprenkle@susumc.org)