



Job Title: **Facility Manager**

Classification: **Non Exempt**

Reports to: **Finance and Administration Director**

### **DESCRIPTION:**

Camp Aranzazu is a 104-acre camp that will serve approximately 1,600 children and adults with special needs and chronic illnesses this year. The camp operates year-round and includes approximately 32 buildings and other structures, most of which are either new or recently updated. The Facility Manager will ensure the proper maintenance and repair of the camp's buildings, equipment, and other physical assets; follow and continue to refine the Camp's schedule for the maintenance of the camp's buildings, equipment, other assets; interface with third-party vendors involved in the maintenance of the camp; and ensure the adherence to the Camp's facilities budget.

### **QUALIFICATIONS:**

A minimum of a high school diploma or its equivalent, plus two years of experience in the following areas: facility and site management, maintenance, construction, land-management, human relations, budget development, or education in lieu of experience. Current certification in first aid and CPR or willingness to become certified. Camp Aranzazu is a drug free work environment. All applicants are screened annually. A background check is also a condition of employment, and is done upon hiring and annually thereafter.

### **CAMP GOALS:**

- To enrich the lives of children and adults with special needs through unique camping, environmental education, and retreat experiences
- To help children with special needs and their families develop self-confidence, abilities to better care for their own educational, psychosocial, and /or health needs, and to form successful networks of support with one another and their communities, in a safe environment

### **ESSENTIAL JOB FUNCTIONS**

- Participate as a member of the Camp 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 camp mission, with an eye for safety at all times
- Ensure camp facilities adhere to all American Camping Association (ACA) and State of Texas guidelines and perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
- Maintain and develop a schedule for checking the physical site and equipment for safety, cleanliness, and good repair.
- Maintain the scheduled maintenance and repair schedule, which includes, but is not limited to, changing of HVAC filters, light bulbs, painting, inspections, pest control, trash removal, housekeeping, recycling, fire extinguishers and fire suppression systems and other such scheduled maintenance issues
- Maintain the scheduled maintenance and repair/replacement schedule of heavy equipment, such as golf carts, HVAC systems, septic systems, road repair, major electrical and plumbing, irrigation systems and roofs
- Complete the maintenance and repair, or coordinate with vendors for the maintenance and repair of all buildings' HVAC, Plumbing & Electrical systems
- Ensure that the pools, lawn and landscaping are properly maintained.

- Ensure that the unique Texas Coastal wetland property is managed appropriately to enhance the camper experience
- Monitor and ensure adherence to facilities budget
- Monitor utility bills and consumption of water, electricity, gas
- Purchase and care for all maintenance equipment and supplies
- Train camp staff in the use of camp equipment including maintenance and program equipment as appropriate
- Manage relationships and contracts with various vendors
- Respond to emergencies on physical site
- Assist in representing the camp to local businesses and other related camp groups.
- Supervise the Facilities staff (one full-time maintenance person and seasonal, temporary help)

### **REQUIRED KNOWLEDGE AND SKILLS**

- Basic knowledge 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
- Basic knowledge of pool maintenance. Certification in pool management preferred
- Ability to communicate procedures and regulations to staff and guests
- Have knowledge or be willing to obtain knowledge of the unique Texas Coastal wetland habitat

### **PHYSICAL ASPECTS OF THE POSITION:**

- 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 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 endure prolonged standing, bending, stooping, and stretching and eye-hand coordination and manual dexterity to manipulate equipment and waterfront activities.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Physical ability to operate with daily exposure to the sun.

These are not the only duties and functions to be performed. Some may be reassigned and additional duties and functions may be assigned as deemed appropriate by the President, Camp Director and Finance and Administrative Director.

### **CAMP ARANZAZU:**

Camp Aranzazu (*pronounced Ah ran zah zoo*)

The camp's compensation package includes health benefits covered by the employer, 401k after one year of service, annual vacation, and a discretionary bonus.

To apply, please email your resume to [info@camparanzazu.org](mailto:info@camparanzazu.org). Camp Aranzazu is an Equal Opportunity Employer. No phone calls please.