



Job Title: Facility Supervisor
Classification: Non Exempt
Reports to: Facility Manager

DESCRIPTION:

In cooperation with the Facility Manager, the Facilities Supervisor will coordinate the maintenance and repair of the camp's grounds, pools and equipment, consistent with the instruction from the facility manager and in line with the mission and established policies and procedures of the camp.

QUALIFICATIONS:

A minimum of a high school diploma or its equivalent, plus two years of experience in the following areas: human relations, budget development, facility and site management, project management, maintenance, construction and land-management, or education in lieu of experience. Must be certified in and remain current in first aid and CPR. Must have Certified Pool Operator certification or be willing to obtain (at the camp's expense) within 90 days of employment.

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 studies, retreat experiences, and other programs.
- 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.

ESSENTIAL JOB FUNCTIONS:

- Complete the maintenance and repair, or coordinate with vendors, for the maintenance and repair, of the grounds, including pools, pool houses, well water, pond and irrigation systems.
- Oversee the care of all maintenance equipment and supplies needed for maintaining the grounds
- Implement a scheduled system for maintenance and care of camp grounds including weeding and fertilizing.
- In coordination with the facility manager, manage natural resources of the camp including wooded areas, bays, ponds and fields.
- Purchase equipment and supplies with approval from facility manager

- Assist the facility manager in maintaining the scheduled maintenance and repair of the HVAC filters, light bulbs, and other such scheduled maintenance issues such as painting, for all buildings.
- In coordination with the facility manager, complete the maintenance and repair of all golf carts, lawn equipment, tractor and trailer.
- Assist in the attainment of appropriate licenses, permits, approvals from local and state regulatory agencies.
- In coordination with the facility manager, conduct initial and end-of-season inventory
- Store equipment appropriately
- Maintain and develop a schedule for checking the physical site and equipment for safety, cleanliness, and good repair.
- 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.
- Respond to emergencies on physical site

PHYSICAL ASPECTS AND OTHER REQUIREMENTS OF THE POSITION:

- The position requires working knowledge in areas 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
- Must have knowledge of proper techniques in the following areas: construction, plumbing, electrical and grounds keeping.
- To properly manage the operation of a camp pool, the facility manager shall become a certified pool operator.
- Ability to understand and implement safety regulations to staff and guests.
- Ability to communicate procedures and regulations to staff and guests.
- 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 lbs)
- 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 hand eye 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, evacuations, 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 Camp Director.