



# B'nai B'rith Camp

## Facilities Director Job Description

### Position Summary:

This position is responsible for oversight and performance of a variety of non-routine and skilled maintenance and repair activities on the facilities buildings, grounds, and equipment.

The Facilities Director will supervise the Maintenance Manager, and work closely and collaboratively with the organization's staff members, campers, and guests.

**Responsible to:** Executive Director

### Essential Functions:

- Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, machine servicing, or simple electrical.
- Manage and supervise the Maintenance Manager to maximize effectiveness and productivity; provide ongoing training and professional development.
- Performs a variety of complicated tasks, applying special knowledge and experience in areas of expertise and certification.
- May diagnose cause of problems and/or failures in areas of specialty for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- May inspect systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- May install equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- May fabricate equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of systems.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- As per department expectations, coordinates with assigned Supervisor and/or other technicians/ trades for the purpose of completing projects and work orders efficiently.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Safely operates & maintains a variety of power and hand tools (clean and store properly).
- Maintains vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Follows established safety rules and principles.
- Operates equipment and vehicles in accordance with Federal, State and local regulations.
- May enter written or verbal data into computer system, prioritizing according to department standards, and creating work orders.
- May be required to inform staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- May assist in orienting or training new maintenance staff.
- May be the liaison between the General Contractor and Executive Director in all capital projects.
- Maintains work area and equipment in a safe, clean and orderly condition
- Follows standard and prescribed safety regulations
- Participates in on-call duty.
- Adheres to organization's policies and procedures, including those covering privacy and security in compliance with regulations, and codes of conduct. Maintains confidentiality and respects campers and guests privacy at all times in accordance with regulations.

**Qualifications:**

- High school diploma or equivalent
- At least 5 years' experience in the field or a related areas; at least 2 years' experience with supervision of employees
- Strong experience in a leadership role, including personnel supervision; ability to promote teamwork and professional development of direct reports
- Familiar with a variety of the field's concepts, practices, and procedures.

**Additional Skills & Abilities:**

- Must be able to maintain skills required to perform single, technical tasks with a need to occasionally upgrade skills to meet changing job conditions.
- Must be able to plan and coordinate small projects, prepare and maintain accurate records; and safely handle hazardous materials.
- Must be able to independently carry out assigned tasks demonstrating good time management & personal motivation.
- Must be able to prioritize work load and respond appropriately to change.
- Demonstrates knowledge of use and care of trade-related tools and equipment.
- Must be able to communicate verbally and in writing using the English language.
- Must be able to assure customer satisfaction by providing quality services.
- Interacts in respectful, friendly and supportive manner with campers and guests in all areas.
- Works cooperatively with staff in all departments to meet the unique needs of each department or campers/ guests.

**General Expectations:**

- Build trust. Keep agreements and fulfill commitments
- Be truthful. Admit mistakes and make amends as soon as possible.
- Meet expectations. Provide accurate, timely and predictable service.
- Solve problems. Provide follow up in a timely efficient manner.
- Be helpful. Treat employees, members and vendors with respect and courtesy.
- Greet all customers in a friendly manner
- Provide great customer service to all customers
- Be safe. Be alert for safety/security issues; secure the area and report hazards immediately
- Be professional. Maintain B'nai B'rith Camp's positive image in the community by acting appropriately
- To be available for weekends, night time, and overnights
- Demonstrate a positive attitude
- Demonstrate sound judgment and maturity
- Demonstrates a positive working relationship with Supervisor
- Demonstrates flexibility in a variety of situations
- Work as a team and go out of your way to help other staff members
- Know and abide by the personnel and program policies of B'nai B'rith Camp.
- Maintain personal and ethical integrity by following through on responsibilities, and by accepting and biding by decisions regarding program and Camp policy.
- Observe good health habits, including sufficient sleep, reasonable eating habits, and cooperation with the Camp Nurse and Camp Director in case of illness.
- Clean and appropriate clothing and grooming are insisted upon at all times.
- Participate in staff meetings
- Request and order supplies in a timely manner to support bulk buying and eliminate emergency spending

**Marketing Expectations:**

- Create & maintain cooperative relationships with community
- Promote programs within community
- Solicit donations for B.B. Camp

**Job Performance Expectations:**

- Works cooperatively as a team member & maintain positive working relationships
- Attends, participates in, and completes orientation, training and educational activities as required.
- Attends and participates in department and organization meetings.
- Dresses appropriately, following appropriate dress and uniform policies and guidelines. Must be able to maintain consistent attendance as per job requirements and organization's policies.
- Other duties as assigned.

**Physical Requirements and Working Conditions:**

- Must be able to perform occasional, moderately heavy lifting (up to 50 pounds without assistance), carrying, pushing, and/or pulling; some climbing and balancing; prolonged standing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
- Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under temperature extremes and in a generally hazard free environment walking, working from ladders, bending, stooping, reaching and twisting on a regular basis.
- Must be able to see, hear, feel and smell within normal limits.

**Additional Requirements:**

- Must successfully pass criminal background check and, if applicable, fingerprinting
- Must be able to pass a pre-employment drug screen
- Must be able to pass the pre-employment reference checks.
- Must be able to provide a copy of his/her own social security card for W-4 documentation.
- Must be able to provide applicable documentation(s) for I-9 in order to establish identity and authorization to work in the US.
- Must have valid driver's license, personal automobile liability insurance, and acceptable driving record.

Note: This job description is representative of the major position requirements and is not intended to be all-inclusive.