Camp Maintenance Manager Job Description

Agassiz Village is a nonprofit organization with a mission to prepare youth for life’s journey by providing an enriching and educational opportunity in a camp environment for economically disadvantaged children.

The Camp Maintenance Manager is a full-time position with responsibility for the maintenance of 450 acres of grounds and 40+ buildings, the majority of which are camper and staff housing. This position is integral to the overall operations of the camp and ensures all grounds and facilities are maintained and operating appropriately.

Reports to: The Camp Maintenance Manager is a member of the management team and reports to the executive director.

Job Summary

The Camp Maintenance Manager is responsible for the planning, communication, oversight and coordination of the maintenance and improvements for all of camp buildings, grounds, equipment, and vehicles. Must be able to work independently and alongside seasonal and full-time camp staff, as well as supervise volunteer work groups as needed. Must have good communication and interpersonal skills, and be able to represent Agassiz Village’s mission and goals when working with staff, volunteers, and community vendors. Additionally, in the off-season, this role will build relationships in the community and with nearby neighbors.

Major Responsibilities:

Maintenance

• Develop an understanding of American Camp Association standards and State of Maine camp standards and manage facilities accordingly.
• Ability to identify maintenance issues, provide recommendations and follow through on resolving issues in a timely manner
• Coordinate the development of an annual work plan.
• Develop community partnerships and innovative strategies to accomplish work plan tasks.
• Responsible for responding appropriately to facility emergencies.
• Conduct periodic inspections of all camp property, buildings, systems, and vehicles ensuring mechanical soundness and cleanliness.
• Keep appropriate records of preventative maintenance service on all buildings, equipment, and vehicles.
• Keep appropriate and complete documentation of projects, major repairs, outside contractors & vendors.
• Report on the general condition of the camp property to the executive director and/or facilities committee on a regular basis.
Develop documentation for all appropriate major camp procedures, such as the septic system, and building & equipment maintenance schedules, etc.

Be responsible for the overall coordination of service and repairs for all vehicles and machinery.

Will be required to perform other duties as requested, directed or assigned.

Facility Capital Improvements

- Project management of facility renovation projects including, but not limited to, monitoring construction methods for compliance, developing cost estimate schedules, manage project budgets and vetting vendors/contractors.
- Complete construction/renovation work in relatively short timelines.
- Solicit, review and present proposals and design schemes to senior staff and facilities committees as required.
- Research and select construction materials and installation methods.
- Work with the Executive Director and Facilities Committee on all phases of managing and implementing long-range plans for camp buildings and grounds.

Community Engagement and Rentals

- Interact with Camp’s guests and alongside seasonal and full-time camp staff, as well as supervise volunteer work groups as needed.
- Provide tours for potential camp rental groups including weddings, corporations and volunteer groups.
- In the off-season, this role will build relationships with community members, corporations and nearby neighbors to help support the mission of the camp.

Building responsibilities include: Maintenance and repair of all building infrastructure – heating / cooling, water heating, potable water, plumbing, electrical, septic, fire alarm, and fire suppression systems. Also roofs, siding, windows, foundation, structural items and any other item related to the structure of the buildings. In addition, all equipment in buildings is to be maintained in good operating condition – kitchen, laundries, etc. Must be able to plan and coordinate small construction projects to reduce need to bring in external contractors.

Grounds and Equipment responsibilities include: Maintenance and repair of all grounds infrastructure – electrical, plumbing, drainage, septic and irrigation systems. Maintenance of all grounds – lawns, landscaping, roads, fields, lighting, and waterfront. Also responsible for implementation of upgrades and improvements to grounds. Must be able to plan and coordinate small construction projects to reduce need to bring in external contractors. Vehicle and equipment responsibilities include maintaining boating and golf cart equipment and keeping items in good working order. Need to keep complete and adequate records of vehicle maintenance, licensing, and registration.
Seasonal Responsibilities: All assets to be maintained in good working order throughout the camping season (summer), so that guest service is uninterrupted. In the winter and spring the Camp Maintenance Manager will be working on improvements to the facilities and grounds, as well as snow plow the Camp and roads.

Skills:
- A working understanding of construction, carpentry, electrical, plumbing, landscaping, septic systems, and small engine repair.
- Well-organized, thorough, and able to handle detailed and big picture issues simultaneously, including handling multiple assignments within tight timeframes
- Ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions
- Must possess good verbal and written communication skills, and be able to represent Agassiz Village when working with staff, volunteers, and community members.
- Computer skills: Microsoft Word & Excel, web search. Bachelor’s degree is desired but work experience and/or other trade licenses are welcomed.
- Must be able to carry 50 pounds or more and climb ladders.
- Valid driver’s license

Supervisory Responsibilities: The Camp Maintenance Manager supervises a seasonal assistant caretaker (part-time, summer only), volunteers (during opening and closing weekends), as well as consultants and contractors.

Hours: The Camp Maintenance Manager is expected to work 40 hours per week and live on-site with dedicated permanent housing.

Benefits: unlimited vacation, health insurance and dental insurance fully covered, and flexible schedule.

To apply, please send your resume and cover letter to lcarter@agassizvillage.org