



Effective Date: January 1, 2025

The **Camp Capers Director of Facilities and Maintenance** is responsible for overseeing the maintenance and repairs of the physical property of Camp Capers ensuring all facilities, grounds, equipment, and vehicles are maintained in proper working order. This hands-on position works with the facilities team to ensure that Camp Capers is a safe and welcoming environment for all groups and staff. It is imperative for the Director of Facilities and Maintenance to exemplify Christian hospitality to all guests while serving alongside all staff members. This position is accountable to the Director of Camp Capers.

Job Responsibilities

- Identify and complete maintenance and repairs of all physical property
- Maintain an efficient system for maintenance work orders to be received, assigned, completed, and tracked in collaboration with Operations Coordinator
- Manage, and evaluate system for routine and preventative maintenance for all physical property in collaboration with Operations Coordinator
- Meet regularly with Director and facilities and maintenance team to coordinate repairs and projects, making sure they are completed efficiently, fully, and timely
- Coordinate with outside contract services on repairs and projects that are unable to be completed in-house
- Ensure that all facilities and maintenance areas are clean and safe to use for guests and staff
- Identify, prioritize, budget, and recommend capital improvements and repairs; supervise completion of capital projects at the direction of Director
- Work within annual facility and vehicle maintenance budgets
- Anticipate potential safety hazards around site and develop plans to mitigate identified hazards
- Supervise, train, and schedule year-round and seasonal facilities and maintenance staff and volunteers
- Ensure all repairs and maintenance projects comply with all regulatory agencies and all state and local license and permit requirements
- Support the Camp Capers leadership team with planning and delivery of camp programs
- Support daily camp operations, as needed, which may include but are not limited to the following:
 - Serve as a host for retreats and conferences
 - Assist with programmatic offerings including but not limited to trailer rides and campfires
 - Assist food service team in the preparation, cooking, serving, and clean-up of meals
 - Assist housekeeping team with maintaining the cleanliness of facilities

Other duties as needed and assigned.



Effective Date: January 1, 2025

Skills Required

- Demonstrates servant leadership
- Enthusiastic and welcoming personality
- Strong willingness and ability to collaborate with others but also work independently
- Demonstrates the ability to take initiative
- Interpersonal skills
- Self-starter and planner
- Excellent organizational skills and ability to prioritize tasks and goals
- Ability to manage time efficiently for self and staff
- Friendly and professional demeanor
- Sound decision-making and problem-solving skills
- General maintenance experience or construction-related trade
- Experience overseeing facility, grounds, and/or utility systems
- General knowledge of vehicle maintenance and heavy-duty equipment; tractor experience preferred
- Flexibility to adjust to changing program and operational needs

Work Environment

- Full-time position
- Excellent benefits
- Guadalupe River access
- Multiple teams with varied focus and priorities
- Various participants from elementary school to high school campers in addition to a wide variety of groups, conferences, and retreats
- Shared office space with staff
- Extensive walking and standing
- Natural and florescent lighting
- Physical lifting of 30 pounds and carrying 30 feet
- Days, evenings, nights, and weekends are part of the workday
- Workday may often be split with morning duties and evening duties
- Ability to respond to emergency maintenance calls



Effective Date: January 1, 2025

Full-Time Exempt Salary and Benefits

Annual Salary	TBD
Medical, Dental, Vision Insurance	Provided with 10% cost sharing
Vacation	4 weeks annually
Pension	9% of salary contribution
Sick Leave	10 days annually
DWTX Holidays	11 days*

(New Year's, MLK, Good Friday, Fiesta Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day)

*Due to the seasonality and scheduling of conferences, camps, events – the actual Holiday time will be given within 4 weeks of the Holiday as per the day request of the employee, not impacting the need of the facility at the time of the scheduled day.