

Job Description – Superintendent of Buildings & Grounds

Direct Report to:
Executive Director



Board Committees Participation:
Buildings & Grounds Committee – ad hoc member

Status:
Full Time - Exempt

Purpose:
To proactively maintain, develop and prepare the facilities and grounds at Calvin Crest so that they are in excellent operating condition, clean, safe, in good repair or working order, are aligned with Calvin Crest's program, service and customer needs, and are within the budget developed annually. Also, seek ways to manage and maintain the facilities more efficiently and cost effectively.

Qualifications:

- A commitment to Jesus Christ, prefer a member of a Presbyterian church (preferred PCUSA)
- Previous facility management or maintenance experience
- Good mechanical, technical skills and experience
- The ability to be a successful team player.
- Organizational skills for record keeping, preventative maintenance scheduling, vendor management, financial control and maintenance or housekeeping staff scheduling
- Ability to work without direct, constant supervision, maintaining accountability
- Creative problem-solving abilities
- Ability to communicate effectively, verbally, in writing one on one or in a group setting
- Ability to understand and share Calvin Crest's mission vision and plans; able to articulate them to guests
- Personal initiative, ability to understand and embrace the mission vision and purpose
- Desire to continue personal education and grow to accept more organizational responsibility
- Pool Operators certification, Drinking Water Certification and other qualifications preferred
- Able to serve diverse cultures and socio-economic groups so that all are accepted and included
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility
- Experienced and able to use a computer, tablet, smartphone and the following: MS Office (Excel, Access, Word, PowerPoint), Internet browsers and email (send/receive attachments) or facility maintenance software system and apps as needed and trained

Management Responsibilities:

- Manage, supervise and coordinate maintenance activities and persons engaged in maintenance activities on a full time or contract basis.
- Manage and work with individuals and groups that volunteer including gathering supplies, planning projects, supervising groups and maintaining positive relationships.
- Manage the purchase and inventory of maintenance supplies and equipment within budget
- Work with Executive Director to develop emergency procedures and update them as needed
- Manage and schedule maintenance, housekeeping and lifeguard staff as required in conjunction with the Executive Director
- Monitor all utilities for proper operation, utilize outside services as needed to insure proper operation
- Perform all safety checks as necessary for fire extinguishers, smoke detectors, pool equipment/chemicals and utilities
- Maintain inventory of beds, mattresses and mattress covers
- Keep shops and maintenance areas neat, orderly and clean, equipment inventoried
- Order equipment and supplies as needed, within budget and with approval of the Executive Director, ensuring timely arrival of materials as needed
- Complete reports when necessary for review by Executive Director and Calvin Crest Board regarding status of facilities, maintenance, projects or plans for development/improvements
- Actively participate in all staff meetings and initiatives; follow all organizational policies and procedures
- Provide input to develop a yearly maintenance budget, completed by December 31st each year.

- Maintain the Christian focus of Calvin Crest, building the positive influence of the mission/ministry.
- Help orient staff and volunteers

Task Responsibilities

- Full participation in the cleaning and maintaining Calvin Crest facilities and grounds for full use and customer satisfaction, meeting all camp accreditation standards
- Maintain facilities for trash collection.
- Maintain facilities for access (all roads) by all utility companies or Calvin Crest vendors
- Develop and maintain contact with fire, police and emergency service departments
- Keep and maintain Calvin Crest's vehicles in good operating condition
 - Repair as able or supervise the repair of vehicles by outside service organizations as required.
- Prepare and set up camp for operation according to the schedule for all camps, conferences, retreats or other activities; supervise staff setting up facilities so they meet the group's expectation.
- Winterize campsites and facilities according to schedule
- Maintain grounds year-round to reduce risk of danger or injury to any person using grounds or facilities
- Insure all buildings and facilities are in proper working order for use (Pool, etc.)
- Inspect and make necessary repairs to all doors, screen windows, windows, floors, rafters, plumbing, porches, roofs, etc., inspect all buildings and fixtures regularly, keep painted and in attractive appearance
- Inspect camp for trees that may need trimming or thinning, limbs removed, etc. and either initiate tree work as needed or supervise contracted tree maintenance service is needed
- Repair and adjust all small motors (i.e. mowers, chain saws, blowers, etc.)
- Repair all items as needed by staff (i.e. lights, benches, tables, cabinets, etc.)
- Make sure adequate supplies of firewood are available to guest groups
- Perform any additional duties as needed or reassigned in the spirit of cooperation and teamwork required by all members of the Calvin Crest staff to insure the mission/ministry goals and objectives are met.
- Actively participate in all staff meetings and initiatives; follow all organizational policies and procedures
- Serve as a guest host and resource for retreats, conferences and groups utilizing facilities (as per a staff rotation or availability dictates)
- Normal working hours are 8:00AM-5:00PM weekdays year-round; evenings and weekends as needed during the summer program or when hosting groups (with compensating weekdays off during the next few weeks)
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Evaluation: The Executive Director will prepare an annual review with input from the Personnel Committee. The review will be based on achievement of goals and objectives previously agreed upon, and subjective evaluation regarding overall performance. Changes to compensation and benefit package will be based upon this review and other economic factors, and approved by the Personnel Committee.

Term: This person shall be employed for an indefinite term unless otherwise agreed upon in a Letter of Employment (attached if applicable), or as long as mutually agreeable between this person and the Executive Director and Calvin Crest Board.

Salary/Benefits: Commensurate with experience and responsibilities, documented in separate compensation form.

- Base Salary – paid 15th and last day of each month
- Medical, disability, death, vision and optional dental or reimbursement for these costs (as budgeted)
- Retirement (as budgeted)
- Continuing Education (as budgeted)
- Mileage/Travel/Expense reimbursement (as budgeted)
- Housing on site
- Utilities – Water, Electric, Propane and Internet
 - Utilities paid according to monthly median calculation, expenses above the median may be billable to the Superintendent of Buildings & Grounds.
- Meals when there is meal service for guest groups
- Paid Vacation – Per schedule outlined in Calvin Crest Personnel Policies

Paid Sick Days – Per schedule outlined in Calvin Crest Personnel Policies
 Paid Emergency Leave Days – Per schedule outlined in Calvin Crest Personnel Policies
 Paid Holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day and 1 floating holiday. Due to the nature of this job, some holidays are worked with compensating time off.

ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION	
FOR: SUPERINTENDENT OF BUILDINGS & GROUNDS	
1.	The physical activity of this position. (Please check all blocks that apply)
X	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
X	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
X	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
X	Kneeling. Bending legs at knee to come to a rest on knee or knees.
X	Crouching. Bending the body downward and forward by bending leg and spine.
X	Crawling. Moving about on hands and knees or hands and feet.
X	Reaching. Extending hand(s) and arm(s) in any direction.
X	Standing. Particularly for sustained periods of time.
X	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
X	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
X	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
X	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
X	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
X	Grasping. Applying pressure to an object with the fingers and palm.
X	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
X	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
X	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
X	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
2.	The physical requirements of this position. (Please check only one block)
	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
X	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
3.	The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)
X	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
4.	The conditions the worker will be subject to in this position. (Please check all blocks that apply)
X	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
X	The worker is subject to outside environmental conditions. No effective protection from the weather.
X	The worker is subject to both environmental conditions. Activities occur inside and outside.
X	The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
X	The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
X	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
X	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
X	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
X	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
X	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
X	The worker is required to function in narrow aisles or passageways.
	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)