



Facilities Maintenance Manager Job Description

Updated January 2024

Facilities Maintenance Manager (FM) reports directly to the Camp Director (CD) and consults with appropriate personnel. Leads all phases of maintenance and repair of the physical plant. As the only year-round, full-time staff person, this is a hands-on position that recruits, hires, trains, and supervises all facility's summer staff. Areas of responsibility include maintenance and repair, custodial services, building safety, and grounds. The Facilities Manager will perform basic maintenance and repair projects and then oversee and coordinate more extensive projects working with outside contractors, including plumbing, heating, electric, preventive maintenance and repair, water plant functions, and construction projects. We are looking for the general "handyman" type to keep the ranch facilities in tip-top shape, especially during the summer months when operations peak. Must be a team player. This person must also be adept at handling difficult or stressful situations that may arise. As a member of the leadership of Perry-Mansfield, the FM shall, at all times, present themselves as a true ambassador of the mission of Perry-Mansfield. The FM position is creative and inventive when solving problems within a framework of the budget, program needs, and facility capacity.

Responsibilities:

Administrative

- Co-Develops and implements a year-round maintenance plan.
- Prioritizes ongoing maintenance projects.
- Leads and works along with maintenance personnel.
- Works with county and state regulators regarding facility issues, including water, wastewater, electricity, roads, and snow removal, etc.
- Works with the Camp Director regarding facility usage by outside groups.

Facilities

- Ensures the facility is maintained at a high standard and the safety of program participants, staff, and visitors is maintained.
- Works with contractors on all facility projects when they are required.
- Works with Camp Director to identify and prepare grants for facilities improvements.
- Works to ensure the camp is prepared for winter shutdown and is ready for summer programs.
- Works to ensure all buildings are clean and maintained per childcare licensing standards.

Summer Programs

- Train and lead all summer facilities support staff (including but not limited to, housekeepers, and maintenance assistants)
- Works with CD, faculty heads, tech crew, and others as needed to ensure the safe operation of camp programs and special events.
- Ensures the grounds are maintained and kept well-groomed for outdoor activities, including residential, day, and equestrian camps.

Skills Required:

- Knowledge of how to use various equipment, including a bobcat, riding lawnmowers, edgers, chainsaws, and various hand tools.
- Electrical, Plumbing, mechanical and other skills related to the maintenance and upkeep of

a 74-acre year-round camp.

- Commitment to Perry-Mansfield's mission, vision, and values
- Good organizational and administrative skills
- Ability to work well with people.
- Attention to detail.
- Ability to prioritize and handle many projects at one time.

Experience Required:

- Building and facility maintenance, both hands-on and supervision and leadership required.
- Building and facility work experience preferred.
- Creating and implementing maintenance work plans.
- Experience leading staff and volunteers.

Physical Requirements:

- Be able to perform a wide variety of facility tasks, including but not limited to general construction and building maintenance, snow removal, road maintenance, fencing, tree removal, landscaping, ditch maintenance, etc.
- Be able to lift at least 50 lbs.

Hours:

This position is scheduled to work Monday - Friday, 8 am - 5 pm, during the non-camp season. Some evenings and weekends may be required. This position may be required to be on call when the camp is operating or if there are programs at the facility.

Compensation:

This position is year-round and salaried. The compensation range is \$45,000 - \$55,000 DOE.

- Housing may be available with this position.
- Three weeks of vacation are included.
- Up to \$250 towards participation in the Sala Healthcare Program offered through the Steamboat Chamber of Commerce.
- Additional benefits as outlined in the Perry-Mansfield Employee Handbook.

Vacation Restriction: Except under exceptional circumstances, vacation may not be scheduled while camp is in session (Approximately May 25 - August 20.)

Must be up to date on COVID Vaccinations.

Application Instructions:

Please submit your resume, cover letter, and three references. Applications are accepted on a rolling basis until all positions are filled.

Perry-Mansfield is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment regardless of race, color, religion, sex, national origin, disability, or protected veteran status. Must be able to successfully pass a comprehensive background check.