



Facilities Manager

2024

Purpose: To plan and manage the maintenance and repair of camp’s buildings, grounds, equipment and other facilities. Ensure the safety and care of all the guests at camp.

Job Operations:

- 1) Responsible for the development and implementation of a system that focuses on prevention, correction and construction to manage the facilities
 - a. Care and use of all maintenance equipment and supplies.
 - b. Develop a system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, water tests, garbage pick-up, stocking supplies, etc.
 - c. Be alert to equipment and facilities to ensure utilization, proper care and maintenance is maintained; report repairs needed directly to the camp director.
- 2) Supervise any repairs or maintenance tasks done by outside organizations.
 - a. Must stay with any outside service personnel when they are on site.
 - b. Make recommendations when an outside repair technician is to be called.
- 3) Ensure regular maintenance tasks are completed on time.
 - a. Oversee and assist in proper garbage disposal and recycling. Ensure that all camp garbage is taken each day to the bins.
 - b. Ensure adequate firewood supply for campfire, and light and extinguish nightly campfires.
 - c. Conduct daily testing/inspection of camp water system (i.e. chlorine and water tests).
 - d. Ensure that the maintenance rooms are cleaned and kept tidy throughout the summer and are organized at the end of the season.

Employment Details

Weeks of Work	14	9
Start Date:	May 15, 2024	June 25, 2024
End Date:	August 27, 2024	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)	
Gross Salary	Base Rate: \$365/week	

Kingwood Camp is an evangelical Christian camp situated on Lake George, Kings County, Nova Scotia, owned and operated by the Eastern Valley Baptist Association and run in cooperation with the Annapolis-Digby Baptist Association. We seek to honour God by providing an atmosphere where campers encounter Jesus Christ and grow as His disciples through wholesome relationships with dedicated Christian leaders, in an inviting outdoor setting, while participating in safe programs and activities relevant to their physical, emotional, social and spiritual development.



Skills

- Current CPR C and Standard First Aid
- Current WHIMIS certification
- Experience in basic repairs (carpentry, plumbing, grounds keeping, etc.)
- Ability to drive/operate small motorized vehicles and power tools; knowledge of the safe and proper requirements of operation
- Ability to work with children and adults
- Ability to be adaptable and good at following instructions
- Self-directed, disciplined and able to complete daily tasks without direction
- Leadership skills

Responsibilities

- Make periodic inspection of the entire camp for potential hazards, including program equipment/sites
- Clean and maintain buildings and equipment following accidents/spills
- Make sure that all plumbing, sewage, electrical wiring, etc. are in good working order, and report information to director
- Keep an inventory of equipment and supplies needed and report these to the director
- Ongoing projects such as painting, brush clearing, building, etc.
- Take part in prayer time, Bible study and chapel in accordance with Kingswood Camp's Statement of Faith
- Be willing to assist in other areas of camp
- Assist in leading school field days in the spring
- Carry out other duties as assigned by Directors

Relationships/Accountability

<i>Reports to:</i>	Directors
<i>Peer Relationships:</i>	Secondary Leadership Team
<i>Internal Relationships:</i>	Camp staff, campers
<i>External Relationships:</i>	Parents, outside repair workers, visitors