



## Position Description

**Title:** Property and Facilities Manager

### Mission and Purpose:

InterVarsity's mission to cultivate welcoming and witnessing communities that nurture growing faith in Jesus through the crucial years. In alignment with this purpose, the Property and Facilities Manager provides overall management and hands on implementation in all areas of maintenance, property and facilities at Pioneer Camp Ontario.

Reports to	General Director(s)
Internal Relationships	Camp Staff – Year-Round and Seasonal National Resource Centre Staff Other Pioneer and Circle Square Ranch Camps
External Relationships	Donors Guests and Volunteers Local Businesses and Contractors Government and Municipal Agencies

### Key Responsibilities:

#### 1. Personal Development & Spiritual Growth

- Be a growing and developing disciple of Jesus Christ
- Be actively involved in a personal faith community
- Develop areas of expertise related to job responsibilities
- Attend staff retreats, and other training as designated by InterVarsity

#### 2. Management

- Develop and implement a maintenance management system (including prevention, repair and construction)
- Provide a timely and prompt response to maintenance requests, meeting necessary benchmark objectives
- Purchase equipment and supplies, maintain appropriate records and inventory
- Management of natural resources at camp, including forest and water quality management to ensure protection and proper utilization occurs
- Prepare annual budget in consultation with Executive Director
- Monitor expenditures to ensure compliance with budget
- Respond to emergencies on site
- Obtain appropriate licences, permits and approvals from local and government regulatory agencies as needed
- Operate as an on-site foreman to coordinate capital projects as required
- Participate as a member of the camp management team to ensure the integration of program and property to meet the needs of campers and the camp mission

- ❑ Assist in long-range planning for camp
- ❑ Oversee the phone and IT systems
  
- ❑ Work well with other departments and staff to ensure that a consistent level of service is maintained for guests and campers
- ❑ Ensures adherence to current government regulations

### 3. Fundraising

- ❑ Participates in fundraising efforts for camp budget and projects, including achieving and maintaining personal fundraising targets
- ❑ Coordinate gift in kind and donation of time and service for professional trades

### 4. Supervision of Staff

- ❑ Oversee the supervision of year-round maintenance and housekeeping staff - including approval of time off and annual staff reviews
- ❑ Supervise and schedule the daily work activities of the maintenance team and volunteers
- ❑ Manage and assign the day to day maintenance requests
- ❑ Train maintenance and housekeeping staff in their job responsibilities
- ❑ Supervise any volunteers or groups of volunteers assigned to property maintenance

### 5. Property Maintenance & Equipment

- ❑ Oversee the operation and maintenance of: water systems, sewage systems, road maintenance, snow removal, landscaping and firewood supply
- ❑ Prepare schedule for routine maintenance and vendor contracts on equipment and services including but not limited to trash removal, recycling, fire suppression systems
- ❑ Ensuring the safe operation of camp vehicles, and equipment by camp staff under his/her supervision
- ❑ Perform regular equipment, property and facility audits as required

### 6. Facilities

- ❑ Ensure that camp buildings and mechanical systems are properly maintained
- ❑ Building repairs and maintenance are to be carried out on a systematic basis, as prioritized with the Executive Director
- ❑ Ensure the facilities are cleaned and prepared for guests, to satisfy a high level of guest satisfaction.
- ❑ Responsible for winterizing and spring preparation of site buildings and equipment

## Key Outcomes:

- ❑ Camp facilities, equipment and sites are well managed, ensuring good care of property and facilities and equipment in accordance with principles of good stewardship
- ❑ Compliance with all health and safety regulations and procedures and to meet or exceed the current standards including but not limited to MOE, Fire Department, Health and Safety, and IVCF camping standards in addition to municipal, federal and provincial standards

## Qualifications:

### Discipleship

- ❑ Personal relationship with Jesus Christ and clear evidence of growth as a disciple

### Communication

- ❑ Excellent relationship management skills
- ❑ Self-started with a strong work ethic
- ❑ Highly motivated and task oriented
- ❑ Excellent attention to detail
- ❑ Excellent conflict management and problem-solving skills
- ❑ Proven ability to work collaboratively and effectively with team members at all levels

- ❑ Outstanding interpersonal and communications skills both oral and written
- ❑ Ability to see the collective needs of the organization

### **Knowledge, Skills and Abilities**

- ❑ This position requires working knowledge in areas of painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance. Certification in any of the areas listed, would be considered an asset.
- ❑ Project management skills (manage detail, prioritize and delegate)
- ❑ Knowledge in word, outlook, excel and a willingness to learn new programs and applications
- ❑ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- ❑ Readily adapts to current and new technology

### **Education/Experience**

- ❑ Post-secondary education or the equivalent combination of training and experience
- ❑ Camp experience considered an asset
- ❑ Valid "G" drivers license
- ❑ WHIMS and Health and Safety training
- ❑ Minimum 2 years' experience in facility and site management, maintenance and construction, and project planning
- ❑ Ability, both visual and auditory to identify and respond to safety and environmental hazards and inform campers, staff and guests
- ❑ Physical strength to lift equipment and supplies (up to 40lbs)
- ❑ Ability to safely and properly use power tools and equipment

### **Other**

- ❑ Flexibility to work irregular, weekend and extended hours is required

### **Salary Scale Level 7**