



Position Title: **Maintenance Coordinator**
Circle Square Ranch Snider Mountain

Purpose:

In concert with Inter-Varsity Christian Fellowship's (InterVarsity's) purpose, vision, values and strategic priorities, the Maintenance Coordinator will manage the buildings and property on a day-to-day basis and assist the General Director in day-to-day operations of the site.

Relationships:

Reports to: the General Director

Internal Relationships:

National Camp Leadership Team
National Resource Centre Staff
Other Pioneer Camp/Circle Square Ranch Facilities/Operations Staff
Seasonal camp staff
Local businesses and suppliers
Campus Ministry Staff

External Relationships:

Guest groups
Local Church
Vendors
Representatives of government ministries

Responsibilities:

Maintain facility grounds and structures

Keep buildings and property in excellent working order. This includes but not limited to:

- Responsible for heating the building through fall and winter
- Regular mowing and upkeep of grounds
- Regular snow removal (plowing)
- Repair of site facilities including livestock fencing
- Regular maintenance of program equipment and site equipment
- Regular water sample testing and submission of periodic water sampling, testing, recording, and reporting- Preparing the site for incoming camps/groups
- Assist as directed with cleaning and sanitization procedures as directed by leading health authorities
- Keep and on-going records of needs, repairs and construction requirements and create a maintenance schedule to maintain a safe and healthy environment

Policy and Regulatory Compliance

- Fire safety, health codes, building regulations, water and sewer codes will be complied with all necessary records are on file and up to date
- Support program, staff, and ensure equipment conforms to the following standards:
 - ACCT (association for Challenge Course Technology)
 - Health and Safety
 - Workman's Compensation Board
 - IVCF camp policies and procedures

Key outcomes:

- Structures will be well maintained and attractive
- Accommodations heated for guest groups in cold weather
- Grounds will be tidy and well kept
- Program equipment will be maintained
- Support program, staff, and ensure equipment buildings conform to federal, provincial regulations and New Brunswick Camping Association regulations
- Equipment and vehicles will be in good working order
- Site will be maintained through fall and winter
- All operational expenses will be managed within budget in cooperation with the General Director
- Guest groups will be well hosted and customer base is growing

Qualifications:

- Personal relationship with Jesus Christ, a desire to grow as a follower and evidence of a growing relationship with God
- Ability to work effectively with others to achieve optimal collective results
- Strong oral communication skills, and competent relational skills
- A teachable spirit and willingness to acquire necessary training and/or certification
- Working knowledge of property/facility management and maintenance
- Ability to safely operate machinery and equipment such as chainsaw, tractor and lawn mower
- Good problem-solving skills with the ability to work on a variety of projects and tasks
- Good conflict management skills
- Flexibility to work irregular and extended hours as required
- High school diploma or equivalent; post-secondary training in trades (plumbing, electrical, HVAC) preferred
- Knowledge of basic MS Office & Excel for record keeping
- Valid driver's License

Level: 5