Title: Maintenance & Facilities Coordinator

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world…a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

Job Title: Maintenance & Facilities Coordinator
Reports To: Camp Director, Wesley Camp and Retreat Center
Location: Wesley Camp and Retreat Center, Bellefontaine, OH
Company: West Ohio Conference of the United Methodist Church
Position: Full-time, Non-Exempt
Schedule: Schedule may vary based on camp operations, weather, guests need, and emergencies.
Grade Level: Senior Coordinator, Grade 9
Compensation: Market Competitive + Housing + Cell Stipend
Benefits: Yes

Position Summary:

The Maintenance and Facilities Coordinator is primarily responsible for ensuring that guests and campers have a positive and safe experience at our facility through the maintenance, upkeep, and enhancement of Wesley Camp and Retreat Center buildings, property, vehicles, and equipment, and by providing support services to our guests and campers while they are on the grounds.

The Maintenance and Facilities Coordinator supports a safe, welcoming, and well-maintained environment for campers, guests, staff, and volunteers. The position performs and coordinates preventive maintenance, repairs, inspections, grounds care, equipment upkeep, seasonal opening and winterization, and approved facility-improvement projects. The Coordinator also maintains required records, supports regulatory and accreditation compliance, coordinates vendors and volunteers, and responds to assigned facility emergencies.

Key Responsibilities:

A. Preventative maintenance and work-order planning

a. Develop, implement, and maintain an annualized facilities and grounds management program that incorporates preventive maintenance, corrective repairs, and improvement projects to ensure the ongoing safety, functionality, and stewardship of buildings, grounds, vehicles, and equipment.

i. Camp vehicles, all buildings and structures, lawn equipment, air conditioners, kitchen equipment, maintenance equipment, water equipment and supplies, play structures

B. Buildings and Site Infrastructure:

a. Routinely inspect, maintain, and repair all facilities and structures on site:
   i. Guest rooms, meeting rooms, public spaces, building utilities and infrastructure, waterfront equipment, yurts/cabins, benches, and decks/docks
b. Cleaning gutters and clearing roofs of debris
c. Regular safety inspections of all buildings and structures
d. Coordinate seasonal closing and opening
   i. Proper winterizing of buildings unused during winter season
   ii. Reopening areas shut down at the appropriate time and inspecting for needed repairs

C. Grounds and Environmental Maintenance (i.e., perform and coordinate mowing, trimming, fertilizing, weed control, etc.)

a. Coordinate inspection and maintenance of all grounds and environmental needs. Ensure all necessary reports are properly filed with governing bodies.
   i. Lake treatments, wastewater, potable water, pest control, fire safety, dam maintenance and clearing, all EPA needs.
b. Ensure the camp and retreat center grounds are safe, well-maintained, and aesthetically pleasing through direct stewardship and the coordination of approved contractors as needed.
   i. Mowing and weeding
   ii. Plowing during winter months
   iii. Cutting fallen or unhealthy trees
   iv. Trail maintenance
   v. Maintenance of all walkways
   vi. Parking lots and utility roads

D. Vehicles, watercraft, tools, and equipment.

a. Ensure all vehicles, watercraft, tools, and equipment (maintenance and kitchen) are stored safely and properly and kept in good working order.
b. Maintain all vehicles and equipment, repair or coordinate repair as necessary.

E. Safety, accreditation, and compliance:

a. Make certain that American Camp Association (ACA) accreditation standards and government safety standards are met or exceeded.
   i. obtaining appropriate licenses, permits, and approvals from local and state regulatory agencies
   ii. maintaining organized documentation, as required
   iii. ensuring regular heating and electrical infrastructure inspections
   iv. proper chemical storage
   v. Maintaining OSHA work standards
   vi. Maintaining fire/smoke detection and suppression system(s)
   vii. vehicle equipment inspections and registration, etc.

F. Staff, volunteer, and vendor coordination:

a. Train, supervise, and coordinate staff and volunteers engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities, in consultation with the Camp Director.
   i. oversee interior and exterior renovations and enhancements
   ii. plan and assign work projects and schedules
   iii. assisting in the hiring and evaluating of maintenance staff
b. With camp director, schedule volunteer workdays & projects to be completed
   i. Coordinate the work to be done and ensure supplies are ready
   ii. Train leaders for each volunteer project
c. When using vendors or contractors, coordinate all work to ensure safety policies are implemented. Follow appropriate procedures prior to hiring and follow-up on work to ensure quality.
d. Maintain coordination of all on site regular vendors (cleaning, first aid, trash, etc.)

G. Budget and Purchasing:

a. Managing annual maintenance budget in consultation with Director of Wesley Camp & Retreat Center.
   i. This includes monitoring expenditures, keeping appropriate records and inventory, properly turning in receipts for purchases, communicating when unbudgeted projects or purchases arise, etc.

H. Guest support and Emergency Response:

a. Serve as needed within the whole of the ministry context. This includes welcoming groups, communicating pertinent information, meal preparation and clean-up, cleaning guest rooms, etc.
b. Share in on-call duties for facility and guest group emergencies and other off-hour urgencies.

I. Other Duties:

a. Assist in special tasks and projects as requested by Camp Director
b. Assist in representing the camp and the West Ohio Conference to local businesses, churches, and other related camp groups.
c. Attend occasional training/professional conferences and events (i.e. ACA, CCCA, UMCRM), as well as training and certifications needed in relation to work at camp.

Essential Functions:

- Maintain safe, functional facilities and grounds through inspections, preventive maintenance, repairs, winterization, and seasonal reopening.
- Perform routine maintenance and repairs and determine when licensed contractors are required.
- Maintain vehicles, watercraft, tools, and equipment in safe operating condition.

- Support safety and regulatory compliance, including ACA standards, OSHA practices, permits, inspections, chemical storage, fire systems, water, wastewater, and required records.
- Plan and prioritize daily work, including work orders, schedules, supplies, contractors, and improvement projects.
- Coordinate vendors, staff, and volunteers performing maintenance or facility work.
- Monitor the maintenance budget, purchasing, inventory, and documentation in consultation with the Camp Director.
- Respond to facility and guest emergencies, including assigned on-call and off-hours responsibilities.
- Perform the position's physical requirements, with or without reasonable accommodation, including outdoor work, equipment operation, movement over uneven terrain, and lifting and carrying up to 40 pounds

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Minimum qualifications:

- Commitment to the Christian faith with a strong desire to serve in a unique ministry setting.
- High school diploma or equivalent.
- At least two years of directly related experience in facilities maintenance, grounds maintenance, construction, building trades, equipment maintenance, camp operations, or a comparable field.
- Demonstrated ability to perform routine repairs and determine when work requires a licensed contractor.
- Experience safely operating power tools, grounds equipment, light trucks, tractors, or similar equipment.
- Ability to organize preventive-maintenance schedules, records, tools, supplies, and work areas.
- Effective communication and ability to work constructively with staff, volunteers, vendors, guests, and campers.
- Ability to observe campers, staff, and guest behavior, assess its appropriateness, diplomatically enforce appropriate safety regulations, emergency procedures, apply appropriate management techniques and alert the appropriate personnel when additional support is needed.
- Valid driver's license and driving record acceptable under the organization's insurance requirements.
- Ability to satisfy background-screening requirements applicable to the position.
- Ability to report to the camp within a pre-determined period established for on-call coverage.
- CPR and First Aid Certification.

Preferred qualifications:

- Experience with HVAC, plumbing, electrical, carpentry, wastewater, potable-water, marine, or commercial-kitchen systems.
- Experience in camp, retreat-center, school, hospitality, church, or nonprofit facilities.
- OSHA, pool, wastewater, pesticide, first-aid/CPR/AED, or equipment-operation training applicable to the assigned work.
- Experience coordinating vendors, volunteers, projects, budgets, or seasonal staff.
- Familiarity with American Camp Association standards**.**

Working Conditions:

Work is performed indoors and outdoors in varying temperatures and weather conditions. The position may involve uneven terrain, stairs, ladders, noise, dust, chemicals, machinery, water-adjacent areas, and interaction with campers and guests.
The employee must be able to remain standing or walking for extended periods; bend, kneel, climb, reach, push, and pull; operate assigned tools and equipment; and lift and carry up to 40 pounds, with or without reasonable accommodation. The employee must be able to identify and respond to visible or audible safety warnings and communicate emergency information effectively, with or without reasonable accommodation.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Travel:

Approximately 10% local and regional travel for supplies, training, meetings, vendor coordination, and ministry support. A valid driver's license and ability to operate an organization vehicle, when authorized, are required.

West Ohio Conference is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.