



JOB TITLE: Maintenance Coordinator

SUPERVISED BY: Facilities Director

SUPERVISES: Maintenance Staff

POSITION OVERVIEW:

The Maintenance Coordinator will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on the upkeep of the buildings, grounds, and facilities at camp which includes responding to any and all facility emergencies as they arise, the Maintenance Coordinator helps create a safe and inviting space for all guests.

GENERAL QUALIFICATIONS:

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome.
- Experience working in camp ministry.
- Have knowledge and experience with year round camping.
- Have experience hiring, training, and leading staff and/or volunteers.
- Must be organized and able to manage several tasks at once.
- Thrive under pressure in an ever-changing environment, have a strong work ethic, and maintain a positive "can do" attitude.
- Be professional, flexible, attentive to details, and able to work with minimal supervision.

Additional desired skills or experience:

- Conversational abilities in Spanish
- Certified lifeguard and/or boat driving experience
- Current first aid and CPR

EDUCATION AND TRAINING REQUIREMENTS:

- A high school degree or higher
- Experience in the building maintenance, including working knowledge of the following: carpentry, electrical systems, basic plumbing, basic HVAC, and machinery
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems.

SPECIFIC DUTIES:

Under supervision of the Facilities Director and working in cooperation with Maintenance staff and other Covenant Harbor staff, the following are responsibilities for this position:

A. Building and Systems Maintenance

- Maintain buildings and all facility-related systems as outlined in the Maintenance Manual.
- Address all issues regarding the safety and comfort of guests in a timely manner
- Work with the Facilities Director to maintain and improve the Preventive Maintenance Program (PMP).
- Support recycling program initiative for the camp.

B. Grounds and Equipment

- Coordinate with the Grounds Maintenance Specialist to keep the landscaping of the camp safe and well groomed.
- Ensure that all power equipment, tools, and vehicles are in safe, running order.
- Oversee snow removal for all roads, sidewalks, and pathways

C. Volunteers

- Assist Volunteer Coordinator to prepare projects, materials, and tools for volunteer workers.
- As needed, direct volunteer workers when on-site.

D. Department Supervision

- Maintain a broad view of operations to properly prioritize repairs and improvements as conditions necessitate.
- Work with Facilities Director to develop training for staff on camp facilities, the use of power tools and equipment, vehicle safety, and the safe handling of chemicals.
- Maintain the shop and surrounding area so as to be clean and orderly at all times.
- Work with the Facilities Director to develop and maintain an inventory system for supplies and equipment.
- Seek cost-effective solutions to maintenance needs and operations.
- Build and maintain relationships with all departments as well as outside vendors. Address the needs and requests of other departments, including the support of programs and events
- Assist the Facilities Director in planning the budget of the maintenance department.
- Meet regularly with the Facilities Director for goal setting and evaluation.
- Implement procedures and policies as directed by the Facilities Director.

E. Greater Covenant Harbor Ministry

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The duties of this position are conducted both indoors and outdoors in all seasons involving a fluid work schedule, some weekends, and on-call work time for emergencies and snow removal. Balancing guest and staff needs, projects, and prioritized work orders demand flexibility. Work is performed in a variety of environments with some of the time spent outdoors during all four seasons and at night. There is frequent exposure to a variety of weather conditions, as well as dirt, sand, and salt. Work is also required in confined spaces at times, such as attics and closets. Must be able to work with power equipment that might produce loud noise, exhaust and vibration. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. This position requires considerable physical activity, including walking 3-7 hours per day and/or standing 1-3 hours per day; lifting objects exceeding 50 pounds and pushing objects weighing up to 100 pounds a short distance; climbing and working off of ladders and scaffolding; and activities requiring twisting and bending. Fine motor skills are frequently required in the maintenance functions. 20/20 adjusted vision is required as is the ability to discern red/green and blue/violet colors.

SALARY & BENEFITS:

Type of Position: Full time salaried, year-round

Benefit Package: Salaried Exempt Position - Level IV benefits (Covenant Harbor's highest level of medical and annuity benefits)