



**Title: Maintenance Manager**

**Responsible to: Lakeshore Center Directors**

**Qualifications:**

1. Minimum 21 years of age.
2. Positive Driving Record.
3. Experience or training in any/all of the following areas: auto mechanics, road maintenance, plumbing, carpentry, electrical, general construction, and/or landscaping.
4. Experience in managing people.
5. Experience in overseeing projects.
6. Ability to manage time to accomplish all necessary tasks.
7. Possess strong listening and communication skills.
8. Desire to model Christian values.

**Essential Functions:**

1. Be able to lift and carry 75lbs.
2. Ability to work outside in excessive hot and cold temperatures.
3. Ability to work long hours.
4. Ability to operate a tractor.
5. Ability to safely use power tools and equipment.
6. Ability to be contacted after hours to address important matters as it relates to the maintenance of the facility.

**General Responsibilities:**

1. Oversee the physical and cosmetic needs of the site
2. Maintain equipment and vehicles.
3. Supervise Maintenance Assistant(s) and volunteers.
4. Direct and oversee work groups.
5. Oversee completion of projects performed by outside contractors.
6. Work with Directors to resolve all maintenance issues with long-term solutions.

**Specific Responsibilities:**

1. Make necessary repairs to facilities and program structures.
2. Maintain equipment, tractors, and vehicles.
3. Maintain camp roadways and parking lots.
4. Mow and trim to ensure attractive site.
5. Split and stack firewood. Continually replenish firewood shelters
6. Shut down non-winterized buildings for winter and open them again in spring.
7. Weekly inspection of all buildings and equipment.
8. Work with Executive Director to develop annual maintenance plan.
9. Purchase necessary supplies within the approved budget.
10. Maintain inventory of maintenance supplies and equipment.
11. Arrange work schedules for maintenance staff.
12. Perform additional duties as assigned.

**Evaluation process:**

A Lakeshore Center Director will conduct annual performance evaluation.

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