

Job Description – Maintenance Coordinator

Flathead Lutheran Bible Camp, Kalispell, MT

Classification: Salaried, exempt. Full time

Responsible to: The Executive Director; and working with on site program Directors



Purpose: To maintain a safe, clean, hospitable environment for guests and campers.

Mission statement: To experience Christ's grace through Meaningful relationships, shared adventures and purposeful service.

This written Job Description for the position of Maintenance Coordinator shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

The Maintenance Coordinators Essential Job Functions include:

- Upkeep and repair of buildings and facilities, systems, (sewer, electric, water, kitchen equipment, propane, heating, pumps, and all other equipment)
- Keeping up to date on DEQ and County Health Code; water testing reports, and other reports required
- Supervising maintenance staff as they are hired, in conjunction with the Program Directors; Supervising volunteers and work crews
- Delegating and overseeing all maintenance and projects
- Work with organizing and maintaining equipment in the shop, ark, and grounds
- Overseeing Landscaping needs in conjunction with the Master Plan and instructions of the Executive Director
- Planting and cutting trees, raking, mowing, grass watering, garden preparation, herb garden, shrubs, compost oversight and plants at camp signs and cabins
- Snow and ice removal; shoveling, graveling walkways and in front of doorways
- Monitor for, be aware of, and make necessary changes to hazards around camp
- Managing trash removal, recycling and compost
- Work to maintain clean facilities, especially larger projects, e.g., windows, fans, ceilings, gutters, painting projects, etc.
- Pest control (ants and critters)
- Clean cabins and bathrooms as needed
- Maintain maintenance records and schedules, including dates of replacements, projections, etc.
- Work toward computerization of records and schedules
- Overseeing maintenance of all vehicles and boats

- Willingness to serve people who come to camp and to extend Christina hospitality to all
- Organize all work retreats; those the camp sponsors and work groups that come
- Drive campers and staff as needed
- Use the work order system, keeping track of projects done and delegated; reporting regularly to the Executive Director
- Attend regular staff meetings, and other meetings assigned.
- Other jobs and task as assigned by the Directors

Qualifications:

- A heart for the gospel.
- Affirm basic Lutheran Christian faith and live within its values.
- Valid and current driver's license. (Commercial Driver's License preferred).
- CPR and First Aid training preferred.
- Ability to work on a team.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Basic skills in carpentry, plumbing, electrical, and mechanical repair, and knowledge and discretion regarding when to call a professional.
- Ability to work in compliance with ACA standards.
- Ability to oversee safety regulations for hazardous chemicals, etc.
- Ability to understand implement safety regulations and procedures
- Ability, both visual and auditory, to monitor for and identify safety hazards
- Ability to walk, stand, bend, and stretch
- Ability to lift up to 50 pounds regularly and 75 pounds occasionally
- Physical ability to respond appropriately to situations requiring first aid, e.g., to help in emergencies (fire, evacuation, illness, injury, etc.)
- Ability to work varied schedule as needed. Ability to work weekends, retreats, etc. is required.