



Job Title: Facilities Manager

Organizational Relationship: reports to Director of Operations

Department: Operations

Location: Whispering Winds Catholic Conference Center, Julian, CA

Position Type: Full Time, plus benefits

Salary Range: \$18 - \$25 hourly

Overview:

This Facilities Manager will be responsible for supervising the Facilities Department, including but not limited to the following areas, i.e., grounds, buildings, and the Supervision of various contractors and vendors. The FM will ensure the camp operates in compliance with all laws and regulations while remaining consistent with the camp mission and established policies. Required experience in Human Resource management. Required proficiency in computer use, including Microsoft applications, Attendance on Demand time and attendance program, email, and internet. Requires very good written and verbal communication skills. Ability to respond to emergencies in a timely and decisive manner. Ability to multi-task. Ability to lift 50 pounds. Bilingual in English and Spanish is a plus.

Job Description:

- Supervise all Facilities staff responsible for the maintenance, repairs, and projects related to all existing and new builds and associated grounds.
- Support all staff responsible for housekeeping and cleanliness related to all existing and new builds.
- Maintain the entire camp landscape to include lawns, manicured gardens, mountain landscape, erosion control, road grading, and dust control.
- Manage seasonal, daily, and weekly shutdowns and startups.
- Maintain a positive work environment.
- Monitor irrigation systems to ensure adequate, efficient irrigation throughout camp.
- Oversee the use and care of all facilities equipment, machinery, tools, and supplies.
- Ensure proper use, care, and inventory of the camp fleet, i.e., vehicles and equipment.
- Complete daily paperwork, i.e., project and task schedules, Attendance on Demand employee schedules, and work order system.
- Participate in the "On Call" system, ensuring high-level camper/guest experiences.
- Help the Assistant D of O maintain existing and new asset logs with an emphasis on repairs and preventative maintenance.
- Provide the Director of Operations with monthly progress reports.
- Monitor the camp utilities, i.e., propane, electric, sewer, and well water. Report and repair as needed.

Food Service Department

- Support the Food Service Manager with all facilities and equipment-related needs.

Camp Experience Department

- Support the Camp Manager with all facilities-related camp needs, including but not limited to the repair, maintenance, and facilitation of all recreation equipment and amenities, i.e., pools, climbing walls, zip lines, low rope elements, paintball, and archery.

Contractors and Vendors

- Manage all contractors and vendors for repairs and maintenance as needed.

Finance

- Assist the Director of Operations in the preparation of the annual and mid-year budgets.
- Manage the Facilities Department expenditures and participate in the Purchase Order System, ensuring compliance with the approved budget.

Compliance and Risk Management

- Maintain first aid and CPR certifications.
- Conduct regular camp inspections with an emphasis on risk management and preventative maintenance.
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations.
- Coordinate with staff to monitor the safety of guest activities, buildings and grounds to minimize exposure to liability.
- Ensure all Human Resource related policies and procedures are managed for the Facilities Department.

Staffing

- Recruit, train and manage all Facilities staff, including but not limited to job descriptions, interviews, salaries, disciplinary actions, and annual reviews.

Other Job Duties

- Attend staff meetings and special ministry events, some held off-site and on weekends.
- Attend training and seminars.

Our Mission

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ and join as fellow pilgrims on their journey of faith with God.

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job. For more information on the camp, please visit whisperingwinds.org.