



### **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.

**Job Title:** HVAC Maintenance Technician

**Organizational Relationship:** reports to Facilities Manager

**Department:** Operations

**Location:** Whispering Winds Catholic Conference Center, Julian, CA

**Pay Rate:** \$15.50-\$25.00 per hour DOE

**Position Type:** Full Time, non-exempt plus benefits

### **Overview:**

Whispering Winds seeks a HVAC Maintenance Technician for a year-round, mountain camp and conference center in Julian. The camp is located on 161 acres, has a four-season Alpine environment and serves 10,000 campers annually. The HVAC Maintenance Technician will be working closely with the Facilities Manager.

### **Qualifications:**

- Working knowledge of HVAC systems minimum 5 years experience
- Ability to work with, lead, and communicate with a team
- Must have a current Driver License
- Bilingual in English and Spanish a plus

### **Job Description:**

- Organize daily tasks
- Supervise small grounds crew, maintaining a positive work environment
- Adhere to safety standards and monitor proper use of required personal protective equipment for self and other crew members
- Ensure proper use, care and inventory of company vehicles, equipment and tools assigned to/used by crew
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations
- Maintain all associated HVAC certifications

### **Skills and Abilities:**

- Exercise independent thinking and initiative
- Deal with complex situations or issues and make effective, timely and appropriate decisions
- Speak, read, and write proficiently in English. Excellent, professional written communication skills. Ability to speak clearly in face to face interactions; to articulate with accuracy on the telephone and through email. Excellent listening skills
- Excellent organizational skills; ability to multi-task and manage a variety of tasks
- Communicate the vision and values of Whispering Winds to both internal and external customers

### **Physical Demands:**

- Must be able to do more strenuous activities such as working with heavy equipment
- High physical effort required. Ability to use up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently to lift and move objects. Requires some physical agility, including but not limited to: bending for items below or reaching for items above the individual; stooping, crouching, and climbing step stools or ladders
- Ability to work at heights up to 15 to 20 feet

- Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination

#### **Work Environment:**

- Works both indoors and outdoors (extreme hot and cold weather)
- Frequently exposed to moving mechanical parts
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration
- The noise level in the work environment is usually moderate to loud

#### **Compliance and Risk Management**

- Maintain first aid and CPR certifications
- Maintain annual clear background check and review of child safety practices as required by Whispering Winds
- 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

#### **Other Job Duties:**

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

#### **Miscellaneous**

- Minimal travel to San Diego/reliable transportation required

#### **Disclaimer:**

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](http://whisperingwinds.org).