



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: Facilities Manager

Organizational Relationship: Reports to Director of Operations

Department: Operations

Location: Whispering Winds Catholic Conference Center, Julian, CA

Position Type: Full Time, Non-exempt 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 mission and established policies of the camp. 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 multitask. 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
- Maintain the entire camp landscape to include turf, manicured gardens, mountain landscape, erosion control, road grading, dust control and seasonal 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 tasks schedules, Attendance on Demand employee schedules, work order system.
- Participate in "On Call" system, ensuring high-level camper / guest experiences
- Develop and 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, and well water. Report or repair as needed

Food Service Department

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

Camp Experience Department

- Support the Camp Director with all facilities related to 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 and archery

Contractors and Vendors

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

Finance

- Assist the Director of Operations in 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 trainings and seminars

Miscellaneous

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- 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 organization, please visit whisperingwinds.org.