



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: Buildings 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 Buildings Maintenance Tech. 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 Buildings Maintenance Technician will be working closely with the Facilities Manager.

Qualifications:

- Minimum 5 years experience in the area of buildings maintenance
- 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
- Conduct general repair and maintenance of buildings and structures
- 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
- Complete daily paperwork, including timekeeping, on a consistent basis

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.