



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 Executive Director

Department: Operations

Location: Whispering Winds Catholic Conference Center, Julian, CA

Annual Salary: \$75,000 to \$80,000+

Position Type: Full Time, Exempt plus benefits, potential for optional onsite housing

Overview:

Whispering Winds seeks a full-time Facilities Manager for a year-round mountain camp and conference center in Julian, CA. The camp is located on 161 acres and serves over 11,000 campers annually. This position will be responsible for managing Facilities and Grounds Departments and collaborating with the Camp Director and Director of Food Service, as well as supervising all contractors and vendors, budget development/management and ensuring the camp operates in compliance with all laws and regulations while remaining consistent with the mission and established policies and procedures of the camp.

Qualifications:

This position requires a person who:

- Demonstrates leadership by interacting with all staff in an upbeat, proactive, and professional manner
- Has the ability to multitask while collaborating between departments and overseeing the facilities and grounds departments
- Has experience in overseeing projects and seeing them through completion
- Has construction project management experience
- Has experience in human resource management to foster a safe working environment
- Is proficient in computer use, including database management, spreadsheet, word processing, electronic time card management system, email, and internet use. Has basic understanding of non-profit related budget spreadsheets
- Demonstrates expert-level written and verbal communication skills, with strong decision-making, attention to detail, and follow through skills
- Provides comprehensive administrative support, as well as verbal and written weekly reports as needed

Job Description & Duties:

Staff Management:

- Supervise staff responsible for the safe completion of tasks related to daily buildings and grounds maintenance, repairs, and projects
- Develop and implement strategies to keep employees motivated and dedicated
- Responsible for facilities and grounds staff recruitment, job descriptions, interviews, and performance reviews in collaboration with the Human Resources and Business Departments
- Oversee the time and attendance and scheduling of all facilities and grounds staff via the Attendance on Demand program

Cross-Departmental Collaboration:

- Collaborate with the Camp Director and associated Camp Experience staff responsible for customer service and the maintenance, significant improvements, safety, certification and staffing of camp amenities, to include cross-training efforts
- Collaborate with the Director of Food Service regarding all significant maintenance, improvements, and safety measures to the camp kitchen, dining hall, and surrounding areas, as well as cross-training efforts
- Work with the Executive Director and related Board of Directors appointed committees regarding significant improvements to the camp, including landscaping and new building projects
- Collaborate with all departments to advance the objectives of the organization regarding grants, donations, and partnerships

Resource Management:

- Prepare the annual and mid-year buildings and grounds budget in collaboration with the Controller to minimize expenses without sacrificing profits
- Develop and maintain long-term preventative maintenance and capital improvement budgets
- Identify all camp cost-reduction opportunities, including analyzing alternate solutions and implementing strategies to reduce costs for utilities, materials, labor, vendors and contractors
- Create and implement an aggressive energy and water conservation program
- Oversee the purchase, use and care of all maintenance equipment, tools and supplies

Contractors and Vendors Management:

- Act as on-site liaison and project manager for all building projects
- Coordinate and supervise all contractor and vendor scopes of work for all buildings and grounds maintenance and repairs, including Camp Experience and Food Service related projects
- Ensure all paperwork is complete and all contractors and vendors provide high quality results within an approved budget
- Review and coordinate estimates, contracts, and invoice approvals

Compliance and Risk Management:

- Monitor the safety and accessibility of the buildings and grounds
- Oversee winterization, fire mitigation, and regular safety practices
- Responsible for obtaining and complying with required licenses, permits and approvals from all applicable city, county and state governing agencies, such as the state water board, county health department, and fire department
- Serve as the point of contact for the department for code compliance issues, accessibility improvement projects, and/or other code related issues
- Ensure all camp repairs, maintenance and upgrades are in compliance with OSHA guidelines and all local, state and federal regulations
- Implement and update Camp Emergency Procedures on a quarterly basis to include fire and power outage drills
- Coordinate with the staff to monitor the safety of guest activities, as well as buildings and grounds to minimize the exposure to liability
- Maintain a key control program and procedures of all basic and master keys that service the facilities
- Ensure that all required paperwork for operations staff and volunteers is received and processed, i.e., waivers, incident reports, employment documents, and workers compensation claims
- Under the direction of the Human Resources Department, ensure all related policies and procedures are managed for the Operations Department

Data Analysis:

- Collect and analyze a variety of complex data and information, including utility costs and usage
- Perform statistical analysis and summarize findings in applicable reports or other communication mediums
- Supervise the maintenance of all asset logs, including replacement costs, scheduled repairs and life expectancy
- Utilize asset logs to forecast repair and replacement costs
- Oversee the maintenance of facilities files and folders to document a chronological history of the buildings and grounds and ensure it's updated regularly

- Establish and maintain a service request process for minor construction and planned projects to be documented and updated regularly

Relationship Management:

- Collaborate with the Building and Grounds Committee in an effort to complete all camp related projects as advised, within budget and in a timely manner
- Participate in staff meetings and special ministry events, some held off site and on weekends
- Attend trainings and seminars
- Have on call availability for emergencies as needed, such as fire, snow, and power outages
- Maintain relationships to ensure compliance and collaborate with local neighboring HOAs, fire department, sheriff and SDGE for resources, camp support and safety.

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.