

**Position: Sites and Facilities Manager**

**Reports to:** Executive Director

**Roles Supervised:** Summer Maintenance Team, Ensign, Summer Boat Supervisor

**Works Alongside:** Office Manager, Food Services Manager, Program Director, Off-Season Guest Host

**Position Purpose:**

Keats Camps is located on Keats Island, British Columbia (Sunshine Coast), and is affiliated with the Canadian Baptists of Western Canada. The mission of the camp is to introduce young people to the Gospel of Jesus Christ. It also functions as a retreat center during the Spring and Fall.

The Site and Facilities Manager is responsible for overseeing the operation and maintenance of the physical property, including buildings, grounds, domestic and wastewater systems, utilities, security, wi-fi networks, heavy-duty equipment and vehicles. The Manager leads the summer facilities staff team, ensures that the site and facilities are maintained to a high standard, and sets projects and priorities in accordance with Keats Camps' master plan. The Manager is hands-on in his or her involvement in day-to-day site and facilities operations, managing contractors, and overseeing all maintenance projects. These responsibilities are to be carried out in a way that honours Jesus Christ. All property staff are expected to represent Keats Camps positively and professionally within the community.

As the Facilities Manager, housing on the camp property will be provided. We have a beautiful house for you and your family to come and get settled. Not only do you have access to beautiful hikes around the island, but you will only be a 10-minute boat ride away from **Gibsons, BC**, with easy access to all the amenities and joys that the Sunshine Coast has to offer local restaurants, schools, and even more scenic hikes and beaches.

The position demands a strong commitment to serving Christ, facilitating the mission of Keats Camps as expressed through camping, and serving guests with excellence. Keats Camps is a relational outreach ministry; all property staff must convey a sense of Christ-like hospitality and service for guests and staff. Responding to the unexpected needs of the guest in a prompt and professional manner is important and required.

**Key Duties and Responsibilities:** The Facilities Manager oversees a variety of responsibilities which fall under the following categories.

### Spiritual Leadership:

- Model Christ in word, deed and actions.
- Model and promote Keats Camps mission, core values, and strategic plan.
- Pray for kids, volunteers, and fellow staff. Ensure that all ministry at Keats Camps is designed and carried out with a dependence on prayer that flows from a personal relationship with Jesus Christ.

### Facility and Site Maintenance

- Create and manage a maintenance schedule for Keats Camps' existing facilities to ensure that buildings, grounds, equipment, landscape, roads, etc., are maintained to a standard that reflects Keats Camps' commitment to excellence.
  - Implement and evaluate maintenance projects per the maintenance schedule.
  - Develop and implement schedules and procedures for safety inspections.
- Oversee the installation, maintenance and repair of infrastructure, including machinery, equipment, and electrical and mechanical systems.
- Ensure Keats Camps' site and facilities are well-kept and clean for guests.
- Partner with other departments (i.e., Summer Program, Shoulder Season Hosts, and Food Services) to provide excellent service for guests and provide support as necessary for all camping programs.
- Manage landscaping and grass cutting in a timely manner.
- Oversee maintenance of site roads, drainage, and traffic flow.
- Manage proper garbage and recycling program.
- General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers, and some painting of doors and walls
- The spring cleaning of each cabin, including cleaning and washing of windows, floors, ceilings, walls, fridges, and furniture, and painting inside and out as required.

### Building Systems

- Respond to operational emergencies and urgent and unscheduled needs of guests.
- Monitor water and energy consumption to optimize resource conservation.
- Manage and control building systems such as heating/cooling, fire suppression, and alarm systems.
- Maintain all electrical and mechanical systems, including filters, heat pumps, and heat exchangers.

### Regulatory Inspections

- Maintain records and inspections as required by provincial and federal law and sound maintenance practice. This includes but is not limited to:

- Records required by the health department for potable water and operation of the sewage system and swimming pool.
- Equipment records related to fire and safety.
- Maintenance records for buildings (i.e. paint chart, reoccurring problems).
- Inventory records for equipment.
- Remain informed of all relevant provincial and/or federal codes relating to water treatment, sewage treatment, and property maintenance to ensure compliance.
- Ensure that construction projects comply with all regulatory agencies and all provincial and local license and permit requirements.

#### Major Maintenance and Asset Management:

- Develop and implement capital projects to be undertaken as time and money allow at the direction of the Executive Director.
- Support the Executive Director, Board, and facilities Committee to execute the Master Plan for Keats Camps.
- Implement and maintain an effective preventive maintenance system for all facilities and equipment.
- Maintain property equipment and vehicles to provide good service, long life and responsible stewardship.

#### Administration

- Hire, train, and provide effective supervision of summer maintenance staff. Optimize staff scheduling to support scheduled facility operations.
- Provide positive, professional, and effective leadership for all staff and volunteers working within the maintenance department.
- Support the Executive Director in setting budgets and establishing priorities for the site and facilities department, managing the department budget, ordering supplies and coding of invoices in a timely manner.
- Record and maintain logs and statistics.
- Report and respond to incidents in a timely manner.
- Ensure appropriate training is given to each employee using Keats Camps equipment, whether vehicles, boats, or tools.

#### Relationship Building:

- Coordinate with the Executive Director to ensure that tasks are being performed to standard, in proper priority, in a timely manner, and in conjunction with the camp operations.
- Lead by example in cooperating with other departments at Keats Camps to serve as a well-functioning team. This includes being a positive spiritual leader and model.
- In the summer months, work closely with the Maintenance Team and Summer Staff assigned to site and facilities to ensure their work experience is a positive time of personal and spiritual growth.
- Engage with the local community in a positive and engaging manner consistent as an ambassador of Keats Camps

### **General Expectations:**

Keats Camps is a relational ministry. Staff must be able to convey a sense of Christ-like hospitality and concern for guests and staff. Responding to the unexpected needs of our guests in a prompt and professional manner is essential and required.

- Maintain a positive attitude and a friendly, professional manner to create a warm, welcoming atmosphere.
- Observe and report unsafe work conditions to the relevant Manager.
- Reply to radio calls professionally and respond to requests quickly and efficiently.
- Operate property vehicles safely; respect all signage, including speed limits and parking.

### **JOB QUALIFICATIONS:**

#### Character:

- Must be actively following Christ and supportive of the vision of Keats Camps.
- Must agree to and adhere to Keats Camps Lifestyle Agreement.
- Must be kind.
- Must seek to learn and grow.
- Must be able to work cooperatively with a team.

#### Skills and Experience:

- Minimum five years general maintenance experience or construction-related trade.
- The ability to obtain licenses necessary for property operations such as Commercial Boat License (SVOP)
- 2-year minimum working with outdoor education, camp ministry, or tourism.
- General working knowledge of all facets of construction and building trades.
- Experience working with contractors.



- Minimum five years management experience overseeing building and utilities systems and site maintenance.
- General knowledge of vehicle maintenance and heavy-duty equipment.
- Positive attitude and strong communication skills (both verbal and written)
- Strong organization skills with the ability to prioritize and multi-task
- Creative and flexible, able to adapt to change with ease
- Sound decision making and problem-solving skills
- Must have boating experience and license, or willingness to obtain SVOP (Commercial License)
- Knowledge of commercial water and sewage systems
- Basic computer literacy and keyboarding skills to create reports and use spreadsheets.

*Note: This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the role. Other duties may be assigned.*

#### **How to Apply:**

We provide a competitive salary commensurate with education and experience, group benefits, including a pension program after the probation period).

\*On-Site housing is provided, and applicants are required to live on-site.

If you have any questions about this opportunity, please contact **Stan Carmody, Executive Director**, [stan@keatscamps.com](mailto:stan@keatscamps.com).