



**MOMENTOUS
INSTITUTE**

Camp Facilities Manager

Reports to: Camp Director

Job Status: Full-Time, Salary, Exempt

Founded in 1920, Momentous Institute is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Role:

The Camp Facilities Manager is responsible for overseeing the operation and maintenance of the physical property of Salesmanship Club Youth Camp including buildings, grounds, domestic and wastewater systems, utilities, security, wi-fi networks, heavy-duty equipment, and vehicles. The 1,400-acre property hosts programming of Dallas-based Momentous Institute and is used as an innovative component of an integrated approach to mental health.

The Camp Facilities Manager ensures that the site and facilities are maintained to a high standard and sets projects and priorities in accordance with the Camp Director. The Camp Facilities Manager is hands-on in his or her involvement in the day-to-day site and facilities operations, managing contractors, and overseeing all maintenance projects.

Job Duties/Responsibilities:

Facility and Site Maintenance

- Manage a maintenance schedule for existing facilities to ensure that buildings, grounds, equipment, landscape, roads, lake, etc., are maintained to a high standard.
- Develop, manage, and evaluate system of outsourced contracts (including legal review) to provide effective maintenance and repairs.
- Develop and implement capital projects to be undertaken as time and money allow, at the direction of the Camp Director.
- Complete minor facility and equipment repairs including electrical and mechanical systems.
- Contribute to all painting and routine maintenance.
- Anticipate potential safety hazards and coordinate and oversee safety planning for all activities.
- Ensure Camp facilities are well-kept and clean for guests.
- Manage proper garbage and recycling program.
- Maintain property equipment and vehicles to provide good service, long life and responsible stewardship.
- Maintain master inventory of keys and oversee maintenance of lock and key system.

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.

Regulatory Inspections

- Maintain records and inspections as required by state and federal law and best practices in maintenance. This includes but is not limited to:
 - Records required by the health department for operation of the swimming pool.
 - Equipment records related to fire and safety.
 - Maintenance records for buildings (i.e. paint chart, recurring problems).
 - Inventory records for equipment.

Administration

- Provide positive, professional, and effective leadership for all staff and volunteers working with the maintenance team.
- Support the Camp Director in setting budgets and establishing facility priorities, managing the department budget, ordering supplies and coding invoices in a timely manner.
- Record and maintain logs and statistics.
- Report and respond to incidents in a timely manner.

Relationship Building:

- Maintain a positive attitude and a friendly, professional manner to create a warm, welcoming atmosphere.
- Coordinate with the Camp Director to ensure that tasks are being performed to standard, in proper priority, and in a timely manner.
- Engage with guests in a positive and engaging manner

Required Skills and Experience:

- Minimum five years general maintenance experience overseeing building and utility systems or working in a construction-related trade.
- General working knowledge of all facets of construction and building trades.
- Experience working with or managing contractors.
- General knowledge of vehicle maintenance and heavy-duty equipment.
- Certified Pool Operator or willingness to pursue certification
- Positive attitude and strong communication skills (both verbal and written)
- Strong organization skills with the ability to prioritize and multi-task
- Creative and flexible, easily able to adapt to change
- Sound decision-making and problem-solving skills
- Basic computer literacy and keyboarding skills to create reports and use spreadsheets.

Physical Requirements:

- Constantly mobile or physically active for the entirety of the shift
- Occasionally climbing ladders, reaching, bending
- Occasionally lifting or moving objects up to 50 pounds in all directions
- Occasionally operating motor vehicles

The ideal candidate will exhibit the following core values:

Respectfulness, Commitment, Humility, Innovation, and Stewardship

Interested:

Please send letter of interest and resume to:

Fred Lines, Camp Director

Flines@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.