

Wisconsin Annual Conference: The United Methodist Church

Mission Statement of The United Methodist Church

Make disciples of Jesus Christ for the transformation of the world.

Guiding Statement of Wisconsin United Methodist Camps

*Building community, equipping disciples, and modeling care of creation
in ways that model the love and grace of God.*

Position Title: Facilities Manager (full-time non-exempt hourly position)

Principal Focus: The Lake Lucerne Facilities Manager shall be responsible for the oversight of maintenance and repair of the camp's buildings, grounds, and equipment consistent with the mission and established policies and procedures of the camp.

Supervisor: Site Director

Supervises: Maintenance assistants and summer staff assisting with maintenance responsibilities

Relates to: Director of Next Generation Ministries

Location: Lake Lucerne Camp and Retreat Center, Neshkoro, Wisconsin

Regular Duties:

1. Maintain camp grounds
 - Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner.
 - Be aware and make necessary changes to hazards found on camp grounds.
 - Plan, equip and supervise volunteer work groups.
 - Make seasonal preparations to site and facilities.
2. Maintain and repair buildings, facilities and equipment.
 - Make minor repairs as needed, work with Site Director to obtain contractors for situations which require outside professionals.
 - Ensure that preventative maintenance is performed on all vehicles, equipment and buildings. Maintain necessary records.
 - Recommendations to new plans for facility upgrades. Oversee implementation of those plans.
 - Oversee preventative maintenance planning and implementation.
3. Perform janitorial and general maintenance duties
 - Contact and coordinate the removal of trash through vendors.
 - Sweep, scrub, wax floors, clean carpets, put up and take down screens and storm windows – repair same; shovel/plow snow, mow grass, trim/cut trees
 - Dispose of trash and waste. Manage recycling.

4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines.
 - Assist with emergencies on physical plant and site.
 - Assist in conducting initial and end-of-season inventory
 - Store equipment for safety.
 - Follow schedule for checking infrastructure for safety, cleanliness and good repair.

Skills and Requirements:

- Training, education, and/or experience in facility and site maintenance, construction, or grounds keeping
- Valid and current driving license.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- Ability to walk, stand, bend and stretch
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Interest in serving in a Christian camp setting
- Personable style and skills in relating to staff, guests, and campers
- Computer literate
- Collaboration and teamwork with a willingness to work with volunteers.
- Willingness to learn and grow
- Satisfactory completion of a Conference background check
- At least 21 years of age

Employment:

- The personnel policies of the Wisconsin Annual Conference will determine benefits.
- This is a non-exempt, hourly position.