

Keats Camps Position Description



Title: Assistant Facilities Manager

Reports To: Facilities Manager

Position Overview:

The Assistant Facilities Manager is responsible for directing, supervising, coordinating and completing all tasks required to maintain the camp facilities, property and equipment. This is a management level position supervising and coordinating the daily activities, which may include technical guidance to skilled and semi-skilled workers or volunteers.

The Assistant Facilities Manager will also be responsible for determining the actual needs for material and equipment, making necessary contacts to various vendors in order to inquire about information as to availability, prices and delivery. This position requires having a broad knowledge of the services and repairs of customer's plant/office and equipment.

The overarching goal in all that we do is to model Christ to all those who come to Keats Camps, including all the staff and volunteers. Those who come to Keats should go away knowing that they have been a part of a community that is something different, and infinitely better, than what the world has to offer.

Organizational Structure:

The Executive Director, in consultation with the Board of Directors and the Facilities Manager, are responsible for the hiring, discipline and direction of this position. The Assistant Facilities Manager reports and is responsible to the Facilities Manager

Key Accountabilities:

The Assistant Facilities Manager will work closely with other staff and camp users to provide a quality facility capable of supporting a variety of ministry uses.

The Assistant Facilities Manager will assist maintaining the highest possible level of operational effectiveness for all aspects of the Keats Camps facility, equipment, and grounds.



Duties and Responsibilities:

1) General:

- a) Deal with site security at the time they arise
- b) Upkeep and general care of property and facility
- c) Ensuring garbage is properly removed
- d) Manage proper recycling system
- e) General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls
- f) Preparation of facilities for summer, rentals and other groups coming to Keats Camps
- g) Complete projects assigned by the Facilities Director
- h) Attend regular staff meetings with Facilities Director
- i) Manage and participate in projects and needs of volunteer work parties.
- j) Work with volunteer groups coming to island making sure specific equipment needs are met.
- k) Picking up supplies and mail

2) Grounds Maintenance:

- a) Make sure all pathways are clean and safe for movement.
- b) The mowing of all the lawns, spraying and removal of weeds, the pruning and health of all trees,
- c) Ensure nothing is laying around the property and that everything is stored in it's appropriate place
- d) Maintaining and repairing all roads and paths by applying gravel as needed, grading, plowing to keep roadways clear of snow and ice; ensuring all steps, ramps and landings are sanded and kept free and clear of ice and snow
- e) The cutback and removal of growth in road ditches, along the shoreline, and around all buildings and structures



- f) The care and safe operation of authorized fire pits, and the curtailing of any unauthorized or unsafe fires on the Site

3) Facility Maintenance:

- a) Ensure all roofs are clear of debris
- b) Ensure all buildings are clean, and well maintained
- c) Complete any necessary repairs to facility within yearly budget
- d) Complete all repairs required to dock system
- e) Ensure the cleaning of all washrooms on a daily basis at minimum during the summer season, or more frequently as required, and as required during the off season; cleaning of all buildings and kitchen facilities, BBQ, recreational areas, machinery, equipment, tools, workshop and machinery shed
- f) 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
- g) Spring cleaning of washroom facilities for the entire facility by cleaning and disinfecting floors, toilets, showers and basins; cleaning and repairing or replacing damaged toilets, basins, shower curtains, shower heads, faucets, and dispensers; painting of interior walls, ceiling and stalls when required
- h) Major cleaning of meeting areas which includes the removal and cleaning of all furniture and appliances, stripping of floors and applying new wax, and repairing appliances as required
- i) Inspection of access points to the Keats Camps Site to ensure that the safe movement of camp vehicles is not unduly impeded and that the hazards which could damage these vehicles are minimized
- j) The inspection of all fire extinguishers and other safety equipment, and arranging for servicing when required
- k) The pickup and removal of garbage on a daily basis at a minimum during the season, or more frequently as required, and as required during the off season
- l) The minor repair (electrical, carpentry, plumbing) and painting of all buildings, the minor repair of equipment, and the arranging and coordinating of all other repairs;
- m) The winterizing of the cabins, washrooms and showers, and waterfront; including turning off all hot water tanks and draining, draining and blowing



out all water lines, adding anti-freeze to all water lines, toilets, urinals and drains, the turning off of electricity, and the locking off all panels and doors.

- n) Monitoring of the sewage systems and electrical systems to ensure all health and safety standards are adhered to and that all necessary repairs are made
- o) The inspection of septic and holding tanks for any necessary repairs and pumping as required.

4) Access Control:

- a) Ensuring that only authorized individuals are allowed access to the property
- b) That appropriate action is taken in the event that someone must be denied access to or removed from the property
- c) Providing site security throughout the year by, but not limited to, conducting routine foot patrols of the grounds, buildings, and recreational sites, checking windows and doors for forced entry, checking on furnaces, water, septic, hydro, snow and ice build-up on roofs, and responding appropriately to trespassers.

5) Equipment Maintenance:

- a) Make sure all equipment is clean and well maintained
- b) Make sure all vehicles and vessels are inspected and routine mechanical maintenance is completed
- c) Ensure proper storage of all equipment. This includes vehicles, boats, tools, cleaning supplies, etc.

6) Summer Camp:

- a) Coordinate with Program Director any property or facility related issues affecting summer program or staff
- b) Direct, encourage, mentor, and train property/facility related summer staff
- c) Assist Program Director with any property and facility needs to further camper programming.



Minimum Qualifications:

- a) Familiarity with residential/overnight camping
- b) Valid driver's license
- c) Valid Commercial Boating License (SVOP) or willing to obtain
- d) Willingness and ability to live and work 5 days per week in a rustic island setting
- e) Commitment to creating a dynamic, collaborative and creative work environment
- f) Demonstrated ability to work effectively, both independently and as a member of a cooperative staff team
- g) Excellent interpersonal and customer service skills
- h) Demonstrated basic ability in a wide range of skills, i.e. experience and skill in gardening, landscaping, carpentry, plumbing, mechanics, electrical, vehicle maintenance
- i) Must be actively following Christ and support the vision of Keats Camps
- j) A willingness to learn and grow
- k) Upon hire, completed criminal record check must be filed with Keats Camps office
- l) Ability to manually lift and transport 40 lbs for extended periods of time.

How to Apply:

Please send cover letter and resume to Stan Carmody at stan@keatscamps.com