TITLE: Facilities Manager
RESPONSIBLE TO: Facilities & Land Committee; coordinate operational priorities with the Executive Director and collaborate with the Land Steward under designated reporting arrangements.
HOURS: Part-time, approximately 20 hours/week, with seasonal flexibility within an approved hours budget. Occasional evening and weekend work may be needed. Snow removal and emergency response follow agreed schedules and backup coverage; residence at camp does not imply continuous on-call availability.
BENEFITS: Paid time off (vacation, sick leave and holidays) is based on seven weeks per year for a full-time appointment, prorated for approved weekly hours and the portion of the year employed, under CAMREC Personnel Policies. Optional provided housing (includes utilities, garbage, phone, internet, appliances). Retirement contributions after one year of employment, subject to applicable policy and eligibility.
HOURLY PAY: The applicable Washington State minimum wage, updated as required.

POSITION SUMMARY:
Further CAMREC's mission by maintaining safe, functional and welcoming buildings, roads, vehicles, equipment and infrastructure. Prioritize preventive maintenance, seasonal preparation and facility readiness within available work hours. Collaborate with the Executive Director, Land Steward, Facilities & Land Committee, staff and volunteers. Forest stewardship planning, forest thinning, prescribed burning, creek restoration and trail stewardship belong to the Land Steward; seasonal mowing and snow removal may be shared by agreement.

DUTIES AND RESPONSIBILITIES:

1. Maintenance

a. Perform and oversee routine maintenance, preventive care and repairs of camp buildings, roads, vehicles, tools and equipment. Inspect regularly, identify safety concerns, prioritize needs and arrange qualified assistance for specialized repairs within approved authority and resources.
b. Safely operate vehicles and equipment for routine grounds care around buildings and roads. Keep tools, workshops and storage areas organized and safe. Coordinate shared equipment, mowing and snow removal with the Land Steward.
c. Maintain the appearance, condition and safety of buildings and associated outdoor spaces. Identify and report deficiencies affecting applicable safety requirements and arrange corrective work with the Executive Director and Facilities & Land Committee.
d. Maintain water and septic systems, including inspections, water sampling, septic pump maintenance, winterization and seasonal reopening, in accordance with applicable requirements and the employee's training. Arrange qualified assistance when needed.
e. Lead scheduled snow removal for roads, parking areas, entrances and walkways. Coordinate equipment readiness and backup assistance; help maintain any required road-plowing permits. Monitor buildings, heating, plumbing and water systems for freezing, leaks and outages, and prepare infrastructure for winter and wildfire season.
f. Maintain appropriate and attractive signage around camp.
g. Maintain equipment inventories, maintenance records, inspection schedules and a prioritized replacement plan for facilities and equipment.
h. Maintain a practical facilities manual covering operating procedures, system locations, seasonal checklists, emergency shutoffs and contractor contacts.

2. Housekeeping

a. Inspect facilities for maintenance and safety readiness. Guest Services leads guest cleaning arrangements and departure cleaning inspections; provide backup only as scheduled by the Executive Director. Assist with maintenance-related cleaning within available hours. Wash kitchen linens, including washcloths and tea towels.
b. Lead purchasing of maintenance supplies and shared paper and cleaning supplies within approved budgets. Maintain one shared inventory and coordinate requests with Guest Services to avoid duplicate purchases. Coordinate office supply needs with the Executive Director.
c. Carry out composting, recycling, and disposal of garbage; haul dumpster to main road as needed.

3. Facility Readiness and Hosting Support

a. Support assigned staff in welcoming and orienting groups to facilities, safe equipment use and cleaning procedures when scheduled. The Executive Director retains responsibility for rental inquiries, reservations, agreements, billing and collections, with assistance delegated as appropriate.

b. Respond to facility-related questions and maintenance issues during agreed work and coverage periods. Refer booking, program and other guest-service matters to the Executive Director or designated staff.
c. Inspect buildings and grounds for damage and maintenance needs after use; coordinate findings with Guest Services, which leads departure cleaning inspections. Assist with agreed readiness tasks.
d. Document damage and notify the Executive Director or designated staff for guest follow-up; make or arrange repairs within approved authority.
e. Close down and secure facilities after use when assigned under the coverage schedule.
f. Prepare buildings and infrastructure for scheduled groups in coordination with assigned hosting staff.
g. Collaborate with the Executive Director and staff on facility needs for programs, events and approved improvement projects; program planning remains with the Executive Director and Program Committee.

4. Management

a. Keep accurate receipts, purchase records and time records; submit them through the bookkeeping procedures designated by the Executive Director and Treasurer.
b. Prepare maintenance schedules, project scopes and cost estimates with the Facilities & Land Committee and Executive Director. Coordinate approved contractors and maintenance volunteers, including safety instruction, tools and workday assignments.

c. Work within approved budgets, purchasing procedures, delegated authority and the part-time hours budget. Report needs that exceed available resources before making commitments.
d. Coordinate facilities work with the Land Steward's Forest Stewardship Plan and land-management activities. Assist with agreed shared tasks; responsibility for reviewing, updating and implementing the plan remains with the Land Steward, in coordination with the Executive Director and Facilities & Land Committee.
e. Provide concise progress, maintenance and safety reports to the Facilities & Land Committee and Executive Director for Board reporting and capital planning.

5. General

a. Maintain positive communication with camp neighbors.
b. Support CAMREC's mission at WMF events as scheduled within agreed work hours.
c. Attend required staff and annual meetings as scheduled within agreed work hours.
d. Recruit, orient and coordinate volunteers for approved facilities work, in cooperation with the Executive Director and responsible committees. Staff hiring and overall personnel management remain with the Executive Director under Board authority and Personnel Policies.
e. Communicate regularly with the Executive Director, Land Steward and Facilities & Land Committee, including:

- making suggestions for improvement
- requesting assistance as needed for grounds, facilities, and equipment upkeep
- submitting summary reports for board meetings

f. Perform other related facilities duties assigned through the designated supervisor in coordination with the Executive Director, within approved priorities and available hours.
g. Work to foster a culture of collaboration, support, empowerment, creativity, and integrity.

LIMITED AUTHORITY:
Carry out routine facilities work within approved budgets, CAMREC Personnel Policies, purchasing procedures and written delegations, subject to the following limits:

1. Must have permission from the Facilities and Land Committee for any expenditures over $500.00.
2. Agree on work priorities and coverage with the Facilities & Land Committee in coordination with the Executive Director. Escalate conflicting assignments, significant safety concerns and resource gaps promptly. Major changes to facilities, projects or operations require approval through the appropriate delegated authority.

DESIRED QUALIFICATIONS:

- Broad maintenance skills in the areas of buildings, grounds, vehicle and equipment maintenance, and snow removal.

- Passionate about furthering the Mission of Camp Camrec and supportive of a Mennonite/Anabaptist perspective.
- Able to relate to a wide variety of ages and people.
- Good communication skills, and able to make people feel welcome and comfortable.
- Flexible to the ebb and flow of a camp operation, appreciation for both large groups of people and solitude.
- Self starter and able to work independently or as a member of a team.
- Appreciates the natural environment and uses environmentally responsible maintenance practices while collaborating with the Land Steward.
- Ability to perform the essential maintenance duties, including moving supplies and equipment, bending, standing, and using stairs and ladders, with or without reasonable accommodation. Use safe lifting practices and appropriate equipment or assistance for heavy loads.

HOW TO APPLY:

Email info@camrec.org with the subject “Facilities Manager Application”, including:

1. Cover letter describing your interest, relevant experience, support for CAMREC’s mission, preferred weekly hours, earliest start date, availability for scheduled winter response, and interest in optional on-site housing.
2. Résumé and three references or Camrec Employment Application

Applications will be accepted until the position is filled.