



# Community of Christ

## Center Place Campgrounds, Inc. (CPCI) d/b/a Lake Doniphan Conference and Retreat Center Position Description

<b>Date</b>	October 26, 2018
<b>Title</b>	Facilities and Grounds Maintenance Manager, Lake Doniphan Conference and Retreat Center (CPCI), Excelsior Springs, MO
<b>Education Requirements</b>	Bachelor's Degree in Facilities Management or Engineering or a related field, preferred.
<b>Experience Required/Desired</b>	Minimum of five years successful and progressive facilities management experience in an institution (school, health care facility, etc.), camp, resort or retreat center environment.
<b>Immediate Supervisor</b>	Executive Director
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated and detail-oriented individual to oversee the Facilities and Grounds Maintenance function of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in western Missouri. The qualified individual for this position will have at least five years of facilities and grounds maintenance management experience in an institution (school, health care facility, etc.), camp, resort or retreat center environment.</p> <p>Responsibilities include but are not limited to, overseeing the daily operations of the maintenance of camp property including scheduling and supervision of full time, part time and seasonal employees; developing, implementing, and monitoring progress of a strategic plan for the facilities and grounds maintenance department; performing and managing a wide array of repairs including mechanical, plumbing, electrical, structural, HVAC, vehicles, painting, etc.; supervising grounds keeping operations and staff to</p>
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	<p><b>maintain grounds and facilities to provide a safe, attractive, and clean environment for all, assisting where needed, up to and exceeding the satisfaction of the guests. Hands on and direct participation in all aspects of facilities and grounds maintenance expected. The Facilities and Grounds Manager will work in harmony with the Executive Director to assure quality and safety for all.</b></p> <p><b>Residence on the grounds may be an option but is not required. Must have a flexible schedule with the ability to work nights, weekends and holidays as needed, and the ability to fill in for other staff roles in their absence. Persons with full time or part time interest are welcome to apply. Please include pay range expectations.</b></p>
<p><b>Essential Functions</b>  <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i></p>	<ol style="list-style-type: none"> <li>1. Oversee all aspects of the daily operation of the Center’s facilities and grounds maintenance in coordination with the Executive Director.</li> <li>2. Ensure that Lake Doniphan policies, procedures and ethics are adhered to.</li> <li>3. In coordination with the Executive Director, regularly create an agreed upon priorities list for long term and short term projects and on-going maintenance needs; document needs and actions taken.</li> <li>4. Lead by example by maintaining positive working relationships with all Center employees and by regularly working along side Facilities and Grounds Maintenance staff.</li> <li>5. Remain informed and current in Facilities and Grounds Maintenance Management functions and codes for local, state and federal governments - this may include light travel to ensure that proper training is received.</li> <li>6. Maintain properties in accordance with all regulatory standards, such as EPA, OSHA, state and local health codes. Understand applicable standards imposed by C of C Risk Management and the American Camping Association. Develop and carry out sound conservation practices.</li> <li>7. Maintain the cleanliness, structural integrity and visual quality of all buildings, program site features and landscaping.</li> <li>8. Develop and monitor business plan and annual budget for Facilities and Grounds Maintenance operations; coordinate with Executive Director.</li> <li>9. Perform quality performance inspections routinely, develop action plans for any deficiencies and implement said plan; maintain active records of all inspections, action plans and follow up actions to correct deficiencies.</li> <li>10. Manage related inventories and prepare vendor orders as needed based on scheduled activities and in alignment with budget.</li> <li>11. Ensure and document routine maintenance and upkeep of all Facilities and Grounds equipment; ensure staff and volunteers utilize equipment properly, providing for a safe working environment and the safety of equipment.</li> <li>12. Effectively interact with with guests, management, employees, vendors and regulatory agencies.</li> <li>13. Participate in interviewing and hiring maintenance and grounds staff in coordination with the Executive Director; lead employee training; monitor performance and resolve issues.</li> <li>14. Ensure site security by securing buildings and property, working with law enforcement personnel, and establishing and implementing monitoring procedures.</li> </ol>



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	<p>15. Develop and implement inclement weather or natural disaster plans. This includes snow and ice removal, tornado or flood occurrences.</p> <p>16. Primary maintenance person during the “off-season,” providing plumbing, carpentry, painting and mechanical services. Technical skills beyond the scope of expertise, such as complex plumbing, electrical or HVAC work, may be completed by outside vendors.</p> <p>17. Assist with event set ups, as needed.</p> <p>18. Responsible for all other duties that may be assigned.</p>
<p><b>Competencies/Skills</b>  <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>1. A commitment to Community of Christ and Lake Doniphan missions, philosophies and values.</p> <p>2. A solid understanding of facilities and grounds maintenance procedures and best practices; knowledge of quality standards.</p> <p>3. Ability to develop budgets and control expenses; ability to create, comprehend and interpret a variety of analytical reports.</p> <p>4. Progressive facilities and grounds management experience, including organizational and follow-through skills with attention to detail.</p> <p>5. Ability to establish and monitor a team-oriented environment, to provide staff leadership to fulfill organizational goals and objectives, to adequately train and delegate responsibilities to staff.</p> <p>6. Excellent communication skills: verbal, written and listening; providing proactive and front-line communication with guests.</p> <p>7. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software.</p> <p>8. Daily access to dependable transportation, valid driver’s license and insurance required; ability to lift 50 lbs.</p> <p>9. Understanding of the camping and hospitality industries.</p> <p>10. Ability to live within a 20-minute drive of the Center.</p>
<p><b>Supervisory Responsibility</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Staff numbers range from 3 to 10 or more, seasonally.</p>
<p><b>Other Duties</b></p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p><b>Registered Youth Worker</b></p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p><b>Grade</b>  <i>(To be filled out by Human Resource Ministries)</i></p>	<p>N/A</p>
<p><b>Ministerial Status</b>  <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>

**Overtime Status**

*(to be determined by Human  
Resource Ministries)*

Exempt

Non-exempt

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