OIL BELT
CHRISTIAN SERVICE CAMP
555 Park Rd Flora, IL 62839 (618) 662-2822
campoffice@oilbelt.com www.oilbelt.com

Facilities Manager of Oil Belt Christian Service Camp

Job Description

Purpose: The Facilities Manager is responsible to ensure that OBCSC's buildings and grounds meet the needs of the people who serve, work and utilize them. This includes being accountable for services such as building and equipment maintenance, lawncare, cleaning, security, parking, etc.

Responsibilities:

I. Facilities & Equipment
   a. Oversee care and maintenance of camp properties, buildings and facilities by performing repairs or contracting maintenance services such as, but not limited to:
      i. HVAC (Heating, Ventilation, Air Conditioning)
      ii. Plumbing and lagoon operation
      iii. Electrical repairs and troubleshooting
      iv. Equipment repairs and maintenance: such as vehicles, mowers, appliances, office equipment, golf carts, etc
      v. Pool operation and maintenance
      vi. Lawncare and landscaping, driveways, etc
      vii. Custodial care and upkeep, waste disposal, etc
      viii. Safety and security systems
   b. Ensure compliance and maintain records in step with health and safety regulations, standards and codes relevant to the camp;
   c. Develop and implement a facility management program including preventative maintenance, life-cycle requirements as well as documentation of blueprints, water and gas lines, electrical lines, and maintenance logs.
   d. Conduct and document regular facilities inspections

II. Project Management
   a. Oversee and facilitate volunteer projects and work days
   b. Maintain a maintenance and volunteer database
   c. Coordinate projects with the Buildings and Ground Committee
   d. Assist and/or oversee on future expansion, buildings and grounds projects

Skills Required:

I. Develop good working relationships with a wide range of people.
II. Well organized with the ability to manage a varied and complex workload which will include technical knowledge of building services, managing a budget, and overseeing staff and volunteers.
III. Basic office skills, such as typing and communication
IV. Familiarity with building upkeep, structural issues, and grounds maintenance
V. Good physical condition

Email Resumes to: tyler@oilbelt.com