



**Facilities Manager**  
**Lake Of The Tree Bible Camp**  
**One Hope Canada**

Position Title:	Facilities Manager
Reports To:	Directors
Positions Supervised:	Assistant Facilities Manager, Facilities Assistants, Facilities Volunteers,
Remuneration:	Determined in the MOU
Hours:	40 hours / week typically Determined in the MOU

**Overview**

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God’s unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

**Primary Objectives**

To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.

To accomplish the primary objective through the camping ministry, by effectively:

**Responsibilities:**

This person is responsible for maintaining and operating the physical property which includes buildings, utilities, camp equipment and vehicles to ensure the long term viability of the ministry. This position calls for hands-on involvement in maintenance, inspection of items and work, supervising/facilitating contractors, trades, and volunteers (year-round, seasonal, or single visit), and working as part of a team to build the Kingdom of God. Energy will also be directed toward setting priorities, adhering to budgets, and researching and implementing projects. In addition, the Facilities Manager will assist with hosting needs for guest groups (mid-week and weekend). Responsibilities are to be carried out in a way that will honour Jesus Christ and comply with One Hope Canada’s Statement of Purpose and the LOTT Mission Statement.

This position requires the employee to work outside, which will mean exposure to various changes in weather (rain, heat, cold, snow). The job is physically demanding. Applicants must be in good physical condition. The intensity and focus of this position vary seasonally and is not

a typical '9:00 – 5:00' job. During the summer camping season especially, the Facilities Manager will be called upon periodically to support program needs or to respond to emergencies outside of normal work hours.

The Facilities Manager is one of the full-time missionaries living on site. During short periods (not including overnight absences), the property may be left unattended. When all those who live on site are absent overnight (or longer), an approved caretaker must live on site. For camp-sanctioned events requiring all staff to be away from camp, the Directors will arrange for coverage.

### **1. Maintenance: Scope of Responsibilities**

- Manage and maintain buildings, equipment and vehicles to provide good service, long life, and responsible stewardship. This includes oversight of the Shop to ensure that it is a safe and productive work area for others. All equipment is to be properly secured and stored following use and work areas are to be left clean & tidy.
- Schedule, implement, and coordinate a Preventative Maintenance (PM) program to keep the buildings and property in top condition. Aim to minimize interference with scheduled camp operation.
- Coordinate and respond to 'Fix-It List' notes in a timely fashion to keep the property in top condition while minimizing interference with camp use.
- Respond to maintenance emergencies in a timely fashion as required.
- Coordinate winterization of buildings, water lines, etc. each fall and re-commissioning each spring.
- Daily pumphouse checks
- In charge of snow removal and the snow removal equipment
- Monthly operational checks on all generators, camp vehicles and other engine operating equipment
- Manage boiler fires and building temperatures
- Ensure that safety for all workers (including yourself) is priority one.
- Advise the Directors of upcoming major maintenance expenses (as far as this is professionally predictable).
- Meet First Aid attendant requirements as per WCB (Workers Compensation Board), CCA (Christian Camping Association) and BCCA (British Columbia Camping Association) standards. (OPTIONAL)
- Prepare the camp for possible emergencies and be the lead in responding to the emergency (i.e. fire, flood, injury, medical).
- Ensure that the environment (air, water, vegetation, soil, and wildlife) is respected in maintenance decisions.
- Monitor fuel, water, and energy consumption to conserve resources.
- Oversee Sewage disposal systems (including scheduled pumping of tanks).
- Coordinate supply and/or receipt of equipment, materials, and volunteers for Minor Projects (as requested).
- Some Housekeeping / Janitorial support for Guest Services rentals is required to ensure that camp is cleaned prior to, during, and after each camp use.

- The Facilities Manager is in charge of purchasing paper products and chemicals and will coordinate Janitorial / Housekeeping This includes training and facilitating jobs with the Work Crew Coordinator.
- Complete tasks from the Annual Completion Deadline Chart list in a timely manner and add tasks as necessary.
- Be familiar with the contents of your department's manuals and guiding documents, and make sure they are accurate and up to date.
- Understand, give input into and implement the long-range plan as determined by Directors.

## **2. Record Keeping and Purchasing**

- Advise Directors of anticipated budget needs for the upcoming year. Operate within the constraints of the budget.
- Forward all invoices to the Office Administrator in a timely manner.
- Implement and keep maintenance logs, service records, and inventory for all camp assets (excluding non-capital items) including all buildings (paint chart, recurring problems, major maintenance work, etc.) kitchen, vehicles, machinery, and fire and safety equipment.
- Ensure all vehicles are properly registered and insured.
- Keep track of all equipment and shop / construction supplies (excluding First Aid, office, and Program supplies).
- Build, maintain and use a database of volunteers and suppliers in conjunction with the Office Administrator and other Staff.
- File all warranty papers and manuals / info for vehicles and equipment.
- Ensure that construction projects comply with all regulatory agencies, and all provincial and local license and permit requirements. Keep permits on file.

## **3. Guest Group Coverage**

- The Facilities Manager will be involved in facilitating some Guest Group bookings. Coverage is to be worked out in conjunction with the Directors in advance.
- On weekends worked, Saturdays will be a full workday. Regular duties are to be attended to after the needs of the Guest Group have been fully met.
- Upon Guest Group departure, ensure the facility is properly shut down (heat, lights, locks, etc.). Responsibilities on Sundays are limited to serving the needs of guests. If a booking ends Sunday, the day ends once the facility is shut down to facilitate Sabbath.
- Flex time will be granted and approved by the Directors. Flex days must be taken within two weeks.

## **4. Personnel**

- Provide positive, professional, and effective leadership for all employees and volunteers.
- Train and supervise volunteers and casual employees, ensuring that they clearly understand the scope of their responsibilities and the performance standards required.
- Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by the Directors.

- Be a consistent example of Christian commitment and enthusiasm.
- Take part in discipleship and mentoring of year-round staff and summer team.
- Manage and coordinate personnel involved in maintaining the camp including but not limited to the facilities assistants.

## **5. Relationships**

- Build and maintain positive relationships on and off the property with all contacts, both personal and professional as an ambassador of Christ.
- Build and maintain a prominent and positive profile for LOTT in all spheres of the local community.
- Coordinate with the Directors and other staff to ensure that tasks are being performed to standards, in proper priority, in a timely manner, and in harmony with the rest of the camp operation.
- Attend all staff meetings (weekly or more frequently as required).
- Communicate with other Staff to ensure harmonious relationships and an effective work environment, which maximizes the effectiveness of all human resources.
- Work closely with other Staff and Program Staff on all matters involving the use of the property for the program.
- Train and supervise WC Coordinators and WC Campers during the summer months for maintenance requirements.
- Work closely with Summer Team, WC Coordinators and WC campers to help make their experience a positive time of personal growth.
- Lead by example in cooperating with all other departments on the property to work as a team and produce a well-functioning body.
- Be a positive spiritual leader & example to those you work with and serve.

## **6. Responsibilities to the Board**

- Follow and enforce all camp policies.
- Submit reports monthly to the Directors. Highlight maintenance activities that would be useful to the Board in their policy and / or budget decisions.
- Develop and present maintenance related goals, policies, and budget requests to the Directors for approval.
- Participate in the development of long-range planning goals.
- Develop a major maintenance schedule annually for the property for consideration by the Projects Committee.
- Attend Board functions upon invitation.

## **Other**

- The Facilities Manager will oversee the property in the absence of the Directors.
- In the event of an emergency, established policies and procedures will be followed. All staff are expected to work together to ensure a coordinated response under the leadership of the Directors.

- Organize work parties and volunteers to fulfill the mandate contained in this job description. Ensure workers are supplied with instruction, tools and materials in a timely manner.
- Requests for time off or holidays are to be submitted in advance to the Directors for approval. See LOTT Staff Holiday Policy for details.

**Job Requirements**

- Follower of Christ
- Passion for the Gospel
- A mature and growing Christian committed to living a life of holiness.
- Agrees with the One Hope Canada’s Statement of Affirmation, Articles of Faith and Doctrine, Code of Conduct, and the LOTT Mission Statement.
- A demonstrated passion for evangelism and discipleship of youth.
- Willingness to raise personal support for ministry at LOTT is required. Work time will be given to develop and maintain a healthy and reliable personal support team, achieving 100% of the assigned Support Target.
- 5 years’ experience in general maintenance (including general knowledge of construction, electrical, plumbing, mechanics, and building trades) or construction related trade preferred.
- A team player – committed to helping others succeed. Proven supervisory skills and the ability to recruit, train & deploy volunteers is required.
- Takes initiative – a ‘self-starter’. Focused and organized.
- Good problem-solving skills.
- Good oral and written communication skills.
- A valid Class 5 driver’s license and a clean driver’s abstract.
- Must maintain OFA III certification. (OPTIONAL)
- Successful candidate must provide an RCMP Criminal Record Check as required.

***This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.***

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Position being filled by (Printed Name) \_\_\_\_\_

New Staff Member’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_