



Camp Washington- Camp and Conference/Retreat Center Facilities Maintenance Manager

A part-time, non exempt position – 25-30 hours/week

Scope: Administration of general maintenance requirements for all facilities of Camp Washington. Includes physical plant maintenance, oversight of construction, repair, maintenance and other activity done by outside contractors (in conjunction with the Executive Director), and supervision of any other maintenance support staff.

Reports To:

Executive Director

General Responsibility:

To maintain grounds and facilities of Camp Washington- Camp and Conference/Retreat Center.

Specific Responsibilities

- Serve as lead “hands-on” maintenance worker.
- Supervise and coordinate maintenance activities and assistants engaged in maintenance activities.
- Coordinate for trash collection, oil/propane and electric company, etc. and oversee upkeep
- Provide lawn care and ensure grounds are well maintained.
- Provide and Coordinate snow removal/sanding of all driveways and walkways.
- Coordinate moving materials and supplies to appropriate areas as needed.
- Maintain up to date inventory of maintenance supplies and equipment.
- Provide set-up and take-down of meeting spaces and other areas as needed.
- Order equipment and supplies as needed, with approval of Executive Director, ensuring timely arrival of materials.
- Maintain records pertaining to the maintenance operation of the facility (i.e., water usage, water testing, vehicle logs, MSDS sheets, equipment manuals and warranties.)
- Maintain all emergency lighting fixtures, smoke detectors, CO2 detectors, fire extinguishers and arrange to have them inspected.

- Be acquainted with community fire, police, and emergency service departments, as well as the facility alarm company.
- Prepare any maintenance site needing outside contract work for easy accessibility by contractors.
- Coordinate and provide wood to building woodstoves as needed, gathering from our property whenever possible. Prepare fires so they are ready for guests to light.
- Keep and maintain all camp vehicles and equipment in good operating condition. Repair or supervise repair by outside service company with Executive Director discussion and approval.
- Maintain grounds and trails to reduce risk of danger or injury of persons using grounds and facilities.
- Maintain wells and pumps in good operating condition to meet water standards, and maintain grounds around wells and pumps.
- Monitor sewer/septic system, and schedule annual pumping.
- Be knowledgeable of applicable state and federal regulations pertaining to sewer, water, garbage, electrical and water standards.
- Maintain grounds, all seasons, as recommended in consultation with Executive Director.
- Set up a workable and productive schedule weekly with Executive Director or appointee.
- Coordinate walk throughs of buildings between guest/group visits.
- Prepare monthly reports for discussion and review with Executive Director on progress, problems, and projections for repairs and replacement.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Qualifications

- Capable, mechanically-oriented person
- Current valid Driver's License
- Able to lift weight, and perform strenuous work/activity
- Generally "handy" and able/willing to take-on repairs and projects
- Skill in various trades (i.e., electrical, plumbing, painting, construction, etc.)
- Ability to accept guidance and supervision from, and work with others
- Flexibility and willingness to work as part of a team – with special attention to the seasonal time demands that are part of operating a camp and retreat center
- Self starter and organizer, able to work alone- budget time and resources

Must be fully vaccinated against COVID-19 as defined by the CDC

Direct inquiries to:

Bart Geissinger- Executive Director
Camp Washington

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