



Mar-Lu-Ridge Job Description

7/2019

Title: Maintenance and Facilities Staff – Part Time Position

Primary Functions: The Maintenance and Facilities Staff, directed by the Executive Director, will support the ministry and fulfill the mission of Mar-Lu-Ridge through the day-to-day operations, including facilities operation and maintenance, grounds supervision, and maintenance shop operation. This is a highly visible position that directly impacts our guests and campers, so a desire to do your very best is optimum.

Encouraged Principles:

- Firm commitment to Christian faith and a desire to show hospitality and welcome to all while supporting the mission of MLR;

Facilities and Grounds:

- Responsible for the condition of the facilities within the agreed upon maintenance and budget constraints;
- Maintain facilities and grounds in safe condition and good repair;
- Maintain an attractive appearance of facilities and grounds;
- Complete repairs as required;
- Maintain equipment, tools, and machinery in good operating condition;
- Make routine checks of the water system to ensure safe use;
- Maintain water, drainage, and septic systems including wells, distribution systems, reservoirs, pumps, chlorinators, etc.;
- Assist as needed with cleaning and grounds prep;
- Perform vacuuming, scrubbing, and waxing of floors and power washing as required;
- Manage the development and implementation of preventative maintenance plan;
- Maintain and repair pools to your ability and help contract outside repairs as needed; attain Pool Operators license;
- Keep trails open and safe;
- Keep roads and driveways in good operating condition and repair – includes snow/ice removal;
- Help plan and coordinate all Work Days and volunteer services;
- Support volunteer groups in service projects, including directing, supervising, and communicating needs;
- Work in cooperation with contractors, determining the need to employ external contractors to perform in-house tasks;
- Maintain blueprints of utility lines, pipes, tanks, equipment, emergency cutoffs, etc.

Administrative:

- Maintain adequate inventory of equipment, tools, machinery, and supplies to maintain facilities and grounds, within budgeted constraints;
- Keep all equipment, tools, machinery, and supplies in a secure environment and properly labeled;
- Maintain state and local licenses and protocols;
- Ensure compliance with regulatory agencies (health, sanitary, fire, safety, legal, and insurance) as noted by the Executive Director;

- Recommend purchases of materials and supplies;
- Evaluate alternative providers of services and make recommendations;

Direction/Guidance Received:

- Works under direct supervision of the Executive Director;
- Works in direct communication, partnership, and cooperation with other members of the MLR staff, especially other maintenance staff and volunteers.

Minimum Qualifications:

- Education: High School diploma or equivalency required; pool operator certification within 4 months of hire or prior to next pool operating season whichever comes first.
- Experience: Be at least 25 years of age; 3 years facilities operation experience preferred; Pay increase available if HVAC, Plumbing, or Electrical experience is proven.
- Skills: Good communication and written abilities desired. Must be able to work well with others, and be able to communicate effectively with contractors and guests. Self-motivated, able to work without supervision, attention to detail, desire to show MLR at its best;
- Physical: Excellent health and capable of meeting the strenuous physical requirements of the job; health examination required.
- Other: Valid driver's license; personal vehicle; references required; Four point background check required.

Contact Sarah Lefler mlr@mar-lu-ridge.org / 800.238.9974 to apply. Hourly wage with prospect of full time salaried position in the next few months.