



FACILITIES CONSTRUCTION & MAINTENANCE

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OVERVIEW

Camp Ozark is seeking an individual to join our team as our Assistant Director of Facilities. The Assistant Director of Facilities will oversee new facility construction and major facility maintenance projects. This position will also assist with all other day-to-day facility operations. This is a concise overview of the Assistant Director of Facilities tasks.

Camp Ozark does most construction and both major and minor repair work in-house.

RESPONSIBILITIES

Facilities Research and Design

- ▷ Assist in design and location of new facilities including background research for new activities.

Facilities Procurement - Materials and Equipment

- ▷ Obtain materials and equipment for new construction, as well as facility repair.
- ▷ Conduct cost analysis and applicability research of new products and/or new sources of supply.
- ▷ Coordinate transportation and/or shipping of materials and supplies.

Manage Facilities/Maintenance Team

- ▷ Primary responsibility for hiring and supervising seasonal construction workers.
- ▷ Share in responsibility for hiring and supervising year-round maintenance team members.
- ▷ Share in responsibility for supervising summer seasonal maintenance team members.

Contract Supervision

- ▷ Coordinate design and execution of construction contracts.
- ▷ Provide supervision and quality control for construction contract work.
- ▷ Provide supervision and quality control for trades workers in new construction and maintenance tasks.

Facilities Maintenance - Support

- ▷ Participate in facilities inspections and maintenance recommendations.
- ▷ Coordinate with the Assistant Director of maintenance in executing major and minor maintenance tasks.

Safety

- ▷ Work with the Director of Facilities to coordinate and facilitate safety training for facilities staff.

General

- ▷ Be willing to comply with all Camp Ozark policies and procedures during employment.
- ▷ Be willing to comply with all state and federal laws.
- ▷ Must have minimum of 1 year of hardware or construction experience.
- ▷ Must be a team player focused on achieving excellent results.
- ▷ Must possess a current driver's license.