



ASSISTANT DIRECTOR - 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 the functioning of all building systems including mechanical, electrical, program, and waste management. 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.

RESPONSIBILITIES

Facilities Research and Procurement - Materials and Equipment

Camp Ozark does most repairs in-house. In addition, a large amount of in-house construction is conducted.

- ▷ Locate 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.

Facilities Inspections - Support

- ▷ Organize management of all facilities tasks.
- ▷ Coordinate inspections of all facility areas.

Safety

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

Manage Facilities/Maintenance Team

- ▷ Year-Round Facilities/ Maintenance Team Members.
- ▷ Part-Time Facilities/ Maintenance Team Members.
- ▷ Summer Staff Facilities/ Maintenance Team Members.

Retreat Group Recruiting and Supervision

- ▷ Lead recruitment for group rentals.
- ▷ Create contracts and complete documentation for each retreat.
- ▷ Manage calendar to ensure no double-bookings.
- ▷ Recruit staff to work retreats.
- ▷ Serve as the on-site coordinator and supervisor of retreat groups, including some weekends.

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.