



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Facilities Manager

Department: Operations

Reports to: COO

Status: Full Time/ Year Round

Location: Lake Hughes, CA

Salary Range: \$75,000-\$120,000

Date updated: 01.11.2024

Summary: To be directly responsible for managing the maintenance of all camp facilities and equipment, including buildings, water systems, kitchen systems. Duties include supporting the facilities work team, landscaping team and housekeeping team.

Essential Duties and Responsibilities include the following. Other duties may be assigned

General Operations

- Reports directly to and communicates regularly with the Chief Operating Officer regarding all facilities issues.
- Directs all activities involved in the operation, maintenance and security of equipment, buildings, grounds and housekeeping.
- Routinely inspects buildings and equipment to maintain such in good working condition and in compliance with all health and safety standards.
- Schedules and assigns maintenance tasks and projects to be done by facilities staff or qualified outside contractors once approved by Chief Operating Officer.
- Writes/updates procedures for routine maintenance tasks.
- Hires all facilities (buildings, grounds and security) and housekeeping personnel (full, part-time and seasonal) with the assistance of the Chief Operating Officer.
- Trains and supervises facilities and landscaping staff.
- Conducts annual evaluations on all full and part-time maintenance and landscaping employees.
- Ensures that all work activities are performed on time and in a professional manner.
- Responsible for maintaining emergency fire and safety equipment on camp.
- Fosters a spirit of cooperation and support among facilities department and other departments at Camp.

Standards and Regulations

- Communicates with the COO and fire departments of Lake Hughes to ensure compliance with all health and safety standards and regulations.
- Submits requisite reports on water and septic in a timely manner to Chief Operating Officer appropriate federal and state offices.
- Maintain Camp's compliance with all federal, state and American Camping Association regulations and standards.

Capital Projects

- Plans and submits annually a prioritized description of maintenance projects to Chief Operating Officer for budget approval with CEO.
- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual and ensuring staff under direction is aware of any changes and updates.
- Perform other duties as assigned by Chief Operating Officer.

Maintenance/Construction tasks that include but are not limited to:

- Concrete
- Plumbing
- Electrical
- Carpentry (rough and finish)
- Drywall
- Painting
- Tile and stone repair/replacement
- Door locks
- Well and Water Systems
- Irrigation Systems
- Roofing
- HVAC
- Backhoe and Skip Loader Operation/Maintenance
- Basic Auto, Golf Cart and Equipment Mechanics

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Bilingual is a plus but not required.

REQUIRED EXPERIENCE:

- 10-20 years experience as contractor or similar position
- General Contractors license or other building classification licenses such as HVAC, electrical, plumbing, etc.

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

Benefits:

- A competitive benefits package including medical, dental, and vision coverage. With our HMO plan being covered 100% by the employer for the employee.
- Generous paid Vacation Time, and Sick Leave
- Over 15 paid days off for Holidays. An additional week off (paid) at the end of the year.
- Eligibility to participate in our 401(k) retirement Savings Plan with an employer match up to 4%.
- 8 days to volunteer at camp (paid) in year 1; 5 days in years after
- Professional development opportunities

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.