

Assistant Facilities Manager

Ness Lake Bible Camp
One Hope Canada

Position Title:	Assistant Facilities Manager
Reports To:	Facilities Manager
Positions Supervised:	Facilities Volunteers and Summer Team
Remuneration:	Determined in the MOU
Hours:	40 hours / week typically
Holidays:	Determined in the MOU

Overview

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Primary Objectives

To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.

To accomplish the primary objective through the camping ministry, by effectively:

General Responsibility:

This person is responsible for assisting the Facilities Manager in maintaining and operating the physical property which includes: buildings, utilities, camp equipment and vehicles to ensure the long term viability of the ministry. This position calls for hands-on involvement in maintenance, inspection of items and work, running operational systems, supervising /facilitating contractors, trades, and volunteers (year round, seasonal, or single visit), and working as part of a team to build the Kingdom of God. Responsibilities are to be carried out in a way that will honour Jesus Christ and comply with One Hope Canada's Statement of Purpose and the Ness Lake Bible Camp (NLBC) Mission Statement.

This position requires the employee to work outside, which will mean exposure to various changes in weather (rain, heat, cold, snow). The job is physically demanding. Applicants must be in good physical condition. The intensity and focus of this position varies seasonally, and is not a typical '9:00 – 5:00' job. During the summer camping season especially, the Assistant

Facilities Manager will be called upon periodically to support program needs or to respond to emergencies outside of normal work hours.

A. Maintenance: Scope of Responsibilities

- Manage and maintain buildings, equipment and vehicles to provide good service, long life, and responsible stewardship. This includes oversight of the shop to ensure that it is a safe and productive work area for others. All equipment is to be properly secured and stored following use and work areas are to be left clean & tidy.
- Working with the Facilities Manager, schedule, implement, and coordinate a Preventative Maintenance Program (PMP) to keep the buildings and property in top condition. Aim to minimize interference with scheduled camp operation.
- Working with the Facilities Manager, coordinate and respond to 'Fix-It List' requests in a timely fashion to keep the property in top condition while minimizing interference with camp use.
- Respond to maintenance emergencies in a timely fashion as required.
- Working with the Facilities Manager, coordinate winterization of buildings, water lines, etc. each fall and re-commissioning each spring.
- Ensure that safety for all workers (including yourself) is priority one.
- Obtain your OFA level 3 first aid and function as on site worker and guest first aid
- Obtain your Class 2 drivers license with airbrakes endorsement and function as a bus driver for some NLBC events.
- Advise the Facilities Manager of upcoming major maintenance expenses (as far as this is professionally predictable).
- Prepare the camp for possible emergencies and be trained and willing to assist in responding to the emergency (ie. fire, flood, injury, medical).
- Ensure that the environment (air, water, vegetation, soil, and wildlife) is respected in maintenance decisions.
- Monitor fuel, water, and energy consumption to conserve resources.
- Assist in helping manage the sewage disposal systems (including scheduled pumping of tanks).
- Coordinate supply and/or receipt of equipment, materials, and volunteers for Minor Projects (as requested).
- Some Housekeeping / Janitorial support for Guest Services rentals may be required to ensure that camp is cleaned prior to, during, and after each camp use.
- The Assistant Facilities Manager may be required to assist in the purchasing of paper products and chemicals. This includes training and facilitating jobs with the LIT Coordinators and Program Coordinator.

- Work with your Manager to complete Annual Completion Deadline Chart tasks and add tasks as necessary.
- The Assistant Manager will take on the authority of the Manager they assist when that Manager is absent.
- Be familiar with the contents of your department's manuals and guiding documents, and make sure they are accurate and up to date.
- Understand, give input into and implement the long range plan as determined by the Board and Director.

B. Record Keeping and Purchasing

- Together with the Facilities Manager, operate within the constraints of the budget.
- Forward all invoices to the Office Manager in a timely manner.
- Together with the Facilities Manager, implement and keep maintenance logs, service records, and inventory for all camp assets (excluding non-capital items) including all buildings (paint chart, recurring problems, major maintenance work, etc.) kitchen, vehicles, machinery, and fire and safety equipment.
- Ensure all vehicles are properly registered and insured.
- Keep track of all equipment and shop / construction supplies (excluding First Aid, office, and Program supplies).
- Build, maintain and use a database of volunteers and suppliers in conjunction with the Office Manager and other Staff.
- Ensure that construction projects comply with all regulatory agencies and all provincial and local license and permit requirements. Keep permits on file.

C. Guest Group Coverage

- The Assistant Facilities Manager may be involved in facilitating Guest Group bookings. Coverage is to be worked out in conjunction with the Operations Director and Facilities Manager in advance.
- On weekends worked, Saturdays will be a full workday. Regular duties are to be attended to after the needs of the Guest Group have been fully met.
- Upon Guest Group departure, ensure the facility is properly shut down (heat, lights, locks, etc.). Responsibilities on Sundays are limited to serving the needs of guests. If a booking ends Sunday, the day ends once the facility is shut down. Hours worked can be taken in lieu later.
- In lieu time will be granted and approved by the Operations Director. In lieu days must be taken within two weeks.

D. Personnel

- Provide positive, professional, and effective leadership for all employees and volunteers.
- Train and supervise volunteers and casual employees, ensuring that they clearly understand the scope of their responsibilities and the performance standards required.
- Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by the Operations Director or Executive Director or Board.
- Be a consistent example of Christian commitment and enthusiasm.
- Take part in discipleship and mentoring of year round staff and summer team.
- Manage and coordinate personnel involved in maintaining the camp, including but not limited to the summer facilities team.

E. Relationships

- Build and maintain positive relationships on and off the property with all contacts, both personal and professional as an ambassador of Christ.
- Build and maintain a prominent and positive profile for NLBC in all spheres of the local community.
- Coordinate with the Facilities Manager and other staff to ensure that tasks are being performed to standards, in proper priority, in a timely manner, and in harmony with the rest of the camp operation.
- Attend staff meetings when required.
- Communicate with other staff to ensure harmonious relationships and an effective work environment, which maximizes the effectiveness of all human resources.
- Work closely with other full-time OHC Missionaries, Year Round Crew and summer missionaries on all matters involving the use of the property for the program.
- In conjunction with the Facilities Manager, work with the LIT Coordinators and Specialists during the summer months for maintenance requirements.
- Work closely with Summer Team, LIT Coordinators and LIT campers to help make their experience a positive time of personal growth.
- Lead by example in cooperating with all other departments on the property to work as a team and produce a well functioning body.
- Be a positive spiritual leader and example to those you work with and serve.

F. Responsibilities to the Board

- Follow and enforce all camp policies.
- Submit a report monthly to the Facilities Manager highlighting maintenance activities that would be useful when the Facilities Manager reports to the Board in their policy and/or budget decisions.
- Participate in the development of Long Range Planning goals.

- Attend Board functions when invited.

Other

1. The Assistant Facilities Manager will be in charge of the property in the absence of the Facilities Manager.
2. In the event of an emergency, established policies and procedures will be followed. All staff are expected to work together to ensure a coordinated response under the leadership of the Executive Director.
3. Assist in the organization of work parties and volunteers (including RVICS, SOWERS, Tackling Tasks Tuesdays, Family Work Weekend) to fulfill the mandate contained in this job description. Ensure workers are supplied with instruction, tools, safety equipment and Personal Protective Equipment (PPE) and materials in a timely manner.
4. Requests for time off or holidays are to be submitted in advance to the Operations Director for approval. See NLBC Staff Holiday Policy for details.

Job Requirements

- Follower of Christ
- Passion for the Gospel
- A mature and growing Christian committed to living a life of holiness.
- Agrees with the One Hope Canada's Statement of Affirmation, Articles of Faith and Doctrine, Code of Conduct, and the NLBC Mission Statement.
- A demonstrated passion for evangelism and discipleship of youth.
- Willingness to raise personal support for ministry at NLBC is required.
- A team player – committed to helping others succeed. Proven supervisory skills and the ability to recruit, train & deploy volunteers is required.
- Takes initiative – a 'self-starter'. Focused and organized.
- Good problem solving skills.
- Good oral and written communication skills.
- A valid Class 5 driver's license and a clean driver's abstract.
- Successful candidate must provide an RCMP Criminal Record Check as required.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Position being filled by (Printed Name) _____

New Staff Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____