

Job Category: Administration

Status: Draft

Job Title: Maintenance Manager

Type of Employment

Regular

Exempt position

Location

Bricelyn, MN

Full-Time / Part Time

Full-Time

City Override (Optional)

Bricelyn

Hours

40-50/ week

State Override (Optional)

MN

Compensation

\$36,000 100% Missionary Support

Ministry Site

[Prairie River Camp](#)

Ministry Model

Other Ministry Model

Supervisor

[Peter Coffey](#)

Detail

Position Summary

The Maintenance Manager position requires a “hands-on” person to perform daily facility maintenance projects, including but not limited to cleaning, painting, plumbing, door hardware repairs, and adjustments. S/he will oversee building systems contracts and maintenance, including HVAC, plumbing and electrical, landscaping, and janitorial. S/he will work with the facilities team to maintain a problem-free work environment. S/he will also ensure that the JTB complies with the local, state, and federal applicable codes, regulations, and standards of operations.

Essential Functions

- Prepares annual maintenance budget for review by Camp Director.
- Manages the Buildings, Grounds, and Systems to ensure a well-running, problem-free building for employees, guests, and visitors. Systems include HVAC, Plumbing, Electrical, Life Safety Systems, Security Systems, Emergency generators, Roofs, Roof Gutters, Exterior Lighting, Parking Lot areas, exterior painting, pest management, trees/landscaping, windows, snow, and Ice removal, etc.
- Maintains good working relationships with vendors and contractors.
- Conducts daily inspections of Buildings and Grounds.
- Sources price quotes for Labor, Materials, and Replacement Parts, for all Facilities Maintenance and Repair Projects that are outside the scope of the facility manager's capabilities.
- Manages inventory and purchase of electrical and lighting supplies, cleaning supplies, kitchen equipment and appliances, and tools and equipment necessary to run and maintain the facilities.
- Performs hands-on tasks that include maintenance and repair of doors/door hardware, rudimentary electrical repair (lamps, sockets), office installations, basic carpentry, and basic plumbing
- Manages maintenance contracts for landscaping, HVAC systems, Life Safety Systems, Elevators
- Issues and stores keys.
- Usage, training, and maintenance of all camp-owned vehicles and equipment
- Maintains administrative processes for the facilities role.
- Manages Waste Management and Recycling Program.
- During summer and winter, hosted camps will be responsible for working extended hours.
- Will be part of the Guest hosting team and responsible for weekend coverage on a rotational basis

Spiritual Responsibilities

Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel. As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:

- Seek God's guidance and wisdom, through prayer and meditation, for the organization as well as for specific ministry initiatives.
- Participate and lead regular times of prayer, devotion, and worship as a regular aspect of your role within YFC.
- Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps, and events.
- Model empathy, humility, and care for all people. This includes promoting equity and inclusion in the word and in the practice of faith expression.

YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process and/or ordained by an outside body recognized by Youth for Christ USA.

Position Requirements

Knowledge & Skills

- Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.
- Demonstrated customer service excellence
- Experience using tools and performing general repairs and maintenance.
- Experience in vendor management/performance and negotiation of contracts, including analyzing of RFPs and vendor bids to establish the best course of action.
- Experience with vendor management and contracts.
- Hands-on experience performing minor repairs and maintenance such as paint, door hardware, light carpentry work, HVAC, and plumbing.
- Ability to track expenses and work with a budget.
- Must be available to be on-call after hours to respond to emergencies.
- Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Must be able to lead casual part-time and summer maintenance and housekeeping teams
- Must have a vehicle and Valid driver's license.

Willing to demonstrate and/or possesses the following:

- Ability to humbly serve and honor others even in difficult situations with prayer, consistency, transparency, and resilience. (Enduring Humility).
- Demonstrates proper reliance on God, others, and self through generous giving of time and skills by collaboratively incorporating others' ideas, welcoming candid input, recognizing others' need for grace, and extending forgiveness and empathy. (Relentless Trust).
- Prioritizes others' needs for a missional outcome, characterized by joy, with active listening and problem-solving skills while encouraging and empowering fellow believers. (Joyful Camaraderie).
- Trusts God with new approaches and changes and communicates needs and limits with emotional intelligence while seeking confidence and wisdom in Christ. (Courageous Faithfulness)
- Seeks authentic Christ-Centered relationships with people of various backgrounds, fosters an inviting environment, and empowers historically marginalized groups and indigenous populations (within the local context) through active listening, inclusion, advocacy for those who are vulnerable, and respect for others' experiences. (Kingdom Inspired Diversity).

Credentials Required & Preferred Education

- Must be a high school graduate; Some college preferred; comprehensive documented knowledge of methods and techniques of the trade (facilities, maintenance, safety, etc.)
- Minimum 3 years progressively responsible experience in a related field, i.e., building and facilities management/or facilities management, residential or commercial construction, and general contracting (additional education may be substituted for some experience).
- Comprehensive knowledge of methods and techniques of the trades (HVAC, electrical, plumbing, etc.) is essential.
- Microsoft Office skills include Outlook, Word, Excel, Access, and Outlook.

Fundraising Responsibilities

All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of YFC/USA. These activities will include but are not limited to extending invitations to fundraising events, recruiting a personal circle of influence/YFC donor contacts, sending letters, handwritten notes, personal calls, and personally ministering to donor contacts.

Benefits

Housing is provided, and Meals are provided when the camp is providing meal service.