



Maintenance Manager Job Description

Title: Maintenance Manager
Reports to: Facility Director

The Maintenance Manager is responsible for the management and overall day to day running of Roundup River Ranch's campsite, including but not limited to all aspects of buildings, site, grounds and infrastructure consistent with the mission and established policies and procedures of the camp. This position requires hands on field work, the ability to support a team, effective communication, coordination and teamwork across the organization.

Job Duties

- Infrastructure
 - Water treatment plant and distribution systems operation
 - Wastewater treatment plant and distribution systems operation
 - Site and building (sprinklers, back flows, water source) fire suppression pump, tank and distribution systems (hydrants) operation
 - Roads, pathways, decks, fences and parking lots
 - Irrigation pumps and distribution system
 - Power systems including electric, solar, propane, combustible fuel and storage systems
- Preventative and Operational Maintenance
 - Buildings
 - Grounds and land management
 - Seasonal considerations
 - Site operations
 - Vehicles
- Security
 - Site, buildings, and assets
 - Campers, volunteers and staff
- Compliance
 - Legal including local authorities, fire, ambulance, police, county and state compliance including public health and environment, water board and child care license.
 - Compliance with American Camp Association standards and accreditation.
 - Compliance with SeriousFun Children's Network criteria and best practices.
 - Compliance with Planned Unit Development (PUD)
 - Safety, including OSHA and other best practices
- Administrative Management
 - Ensure all work, goals and decisions support the mission, vision and values of Roundup River Ranch.
 - Budgeting: ability to coordinate project budgets. Identify and implement cost saving opportunities including in-kind donations.
 - Coordinate facility volunteer management with volunteer recruitment team
 - Work closely with other teams to ensure the coordination of medical, programmatic and residential needs of camp as well as supporting development, marketing, finance, and risk management needs.
 - Maintain and develop relationships with third parties including local emergency teams, vendors, volunteers, subcontractors, etc.

- Other
 - Work in close collaboration with the Facility Director
 - Supervise a team of facility technicians
 - Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- A high school diploma or its equivalent, plus two years of experience in the following areas: human relations and supervision for hiring, training and scheduling of staff; budget development and oversight; facility and site management; maintenance; construction; and land-management.
- College degree is preferred, but not required.
- Applicable licenses and certifications are preferred.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Must have knowledge in proper techniques in the following areas; construction, carpentry, plumbing, solar and electric power, water and sewage treatment, vehicle and machinery operation, and grounds keeping.
- Ability to coordinate 24 hour coverage and responsiveness to urgent and emergency facility needs throughout the year.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Meet all medical requirements associated with the position
- Pass all criminal background check requirements to comply with CDHS licensing guidelines
- Adhere to all operational guidelines concerning conduct and presence around minors participating in Roundup River Ranch programs
- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately
- Must have the ability to walk, stand, sit, climb, kneel, crouch, stoop and stand
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 100 pounds

Applications

To apply, please send a cover letter and resume to Human Resources at emma@roundupriverranch.org. For more information, please visit www.RoundupRiverRanch.org.