

Job Description:

# Maintenance Manager



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## General Information:

- Department: Maintenance
- Reports to: Executive Director
- Category: Salaried exempt
- Description current as of: February 2022

**Essential Role:** Oversees the general maintenance of conference-owned buildings, equipment, furniture, fixtures, and vehicles.

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## Main Responsibilities:

- Oversee the ongoing repair, upkeep, and painting of conference owned buildings, vehicles, equipment, furniture, and fixtures.
- Hire, train and oversee department staff, as well as review performance and disciplinary issues, make firing recommendations and position changes, in coordination with the human resources manager and executive director.
- Plan and oversee remodeling and construction projects, including obtaining the required permits, scheduling maintenance staff, coordinating sub-contractors, purchasing supplies, and communicating with other departments.
- Prioritize and assign projects and repairs.
- Respond to emergencies in the department.
- Manage all operations of the department including budget, financial, administrative, and establishing policies and procedures.
- Work with volunteer coordinator to integrate use of volunteers in maintenance and grounds departments.
- Attend and participate in weekly management, department, and staff meetings.
- Work with other supervisors and the management team in the planning and developing of conference policies and procedures.
- Assist the executive director in the spiritual leadership and general oversight of CBCC.
- Oversee safety compliance within maintenance department.
  - Insure compliance with safety and building codes.
  - Oversee maintenance personnel safety training and retraining.
  - Function as the Department Evacuation Coordinator (DEC) in the event of a tsunami evacuation, and serve as 3<sup>rd</sup> backup to the Emergency Evacuation Coordinator (EEC).

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## Secondary Responsibilities:

- Oversee and improve conference keys and locks.
- Oversee security and safety for our guests and staff.
- Oversee grounds department and grounds supervisor.
- All other duties as assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

## Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith.
- A growing personal relationship with Jesus Christ and a consistent Christian testimony
- Previous construction or remodeling experience
- Previous supervisory experience with ability to manage multiple projects
- Good people skills
- Gives instruction well / receives instruction well
- Computer skills within Microsoft Windows & Office environment
- Working knowledge of applicable building codes, OSHA and other governmental regulations
- Balance of "big picture" thinking with eye for detail
- Optional skills desired:
  - Basic drafting
  - Appliance or HVAC repair experience
  - Auto mechanic
  - Locksmith experience

## Physical Demands:

|   |   |                                     |  |                          |
|---|---|-------------------------------------|--|--------------------------|
| Sit   | <u>2</u> Consecutive hours  | <u>7-8</u> Total hours per day      |  |                          |
| Stand/Walk  | <u>1</u> Consecutive hours  | <u>1</u> Total hours per day        |  |                          |
| Employee may alternate between sit/stand <u>as needed</u> .   |   |                                     |  |                          |
| <input type="checkbox"/> Only uses left hand/arm <input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms |   |                                     |  |                          |
|   | None or N/A*  | Occasionally*                       | Frequently*  | Continuously*            |
| Hand/Wrist Work   | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | <input type="checkbox"/> |
| Grasping  | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | <input type="checkbox"/> |
| Pushing/Pulling   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Fine Manipulation   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Reach Above Shoulder  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Bend/Twist  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Kneel/Squat   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Climb/stairs  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Lifting/Carrying 1-10 lbs.  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Lifting/Carrying 11-20 lbs.   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Lifting/Carrying 21-50 lbs.   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |
| Lifting/Carrying over 50 lbs.   | <input checked="" type="checkbox"/>                                 | <input type="checkbox"/>            | <input type="checkbox"/>   | <input type="checkbox"/> |
| Distance objects are carried:   | 50 yards  |                                     |  |                          |
| *Key  |   |                                     |  |                          |
| <b>Occasionally</b>   | <b>Frequently</b>   |                                     | <b>Continuously</b>  |                          |
| 3 hours or less<br>1-33% of day<br>20 x per hour or less<br>60 x per day or less  | 3-6 hours<br>34-66% of day<br>20-120 x per hour<br>60-720 x per day |                                     | 6-8 hours<br>67-100% of day<br>More than 120 x per hour<br>More than 720 x per day |                          |