



# MT. CROSS MINISTRIES

Providing profound experiences in God's creation

**Position Description:** Director of Maintenance, Buildings, and Grounds

**Revised:** April 2021

**Overview:** The Director of Maintenance works as part of the staff team to accomplish Mt. Cross' mission of "providing profound experiences in God's creation" by ensuring that the facilities and grounds are well-maintained.

**FTE:** 0.5 FTE (20 hours/week) with potential to become 1.0 FTE (40 hours/week)

**Salary:** \$20,800-\$26,000 + housing (0.5 FTE)

**Benefits:** 50% employee insurance paid by employer, vacation

**Reports To:** Executive Director

## Job Duties:

The following are not meant to be an exhaustive list of duties, but rather are intended to provide a basic overview of the areas/types of duties that this position is expected to perform. Other duties may be assigned as necessary.

1. Building Maintenance and Care
  - a. Ensure all buildings are in good repair
    - i. Make repairs as able
    - ii. Arrange for repairs by seeking out bids from qualified contractors/companies as needed
  - b. Develop a maintenance plan for the property
  - c. Ensure all buildings are clean and welcoming
    - i. Direct camp hand(s) and maintenance staff regarding what/where to clean, as necessary
2. Grounds
  - a. Ensure grounds are well-maintained (i.e., grass is regularly mowed, weeds are removed, landscaping is tended to, etc.)
  - b. Provide for an aesthetically pleasing environment
3. Budget
  - a. Identify requirements for annual maintenance budget
  - b. Analyze and initiate corrective action for budget needs
  - c. Anticipate and prepare recommendations for capital and renovation expenditures
4. Equipment
  - a. Maintain an up-to-date inventory list of all tools/equipment owned by Mt. Cross
  - b. Ensure all equipment is in safe, working order
    - i. Schedule routine/preventative maintenance with vendors as needed
  - c. Repair/replace equipment as necessary
  - d. Recommend new equipment purchases as needed

5. High Ropes/Challenge Course
  - a. Attend yearly high ropes/challenge course training
  - b. Maintain/replace safety equipment (ropes, helmets, harnesses, etc.)
6. Camp Vehicles
  - a. Perform/provide for routine maintenance on all camp vehicles
7. American Camp Association
  - a. Ensure that relevant ACA standards related to job functions are met and maintained (training provided)

**Requirements of the Position:**

1. Must be at least 21 years of age
2. Must live in the provided, on-site housing as part of the Mt. Cross community and adhere to the community policies (available upon request)
3. Must successfully pass a criminal records background check
4. Proven ability to manage multiple projects at once
5. Provide exceptional hospitality and customer service
6. Must be able to work well independently as well as functioning as part of a team
7. Possess a high degree of accuracy and attention to detail
8. Excellent verbal and written communication skills
9. Ability to lift and carry 50 lbs
10. Ability to work shifts that may be physically demanding and require the employee to remain on his/her/their feet for the majority or entirety of the shift, as well as to crouch, crawl, kneel, pull, push as needed
11. General “handyman” skills
12. Valid driver’s license
13. Current certifications in: CPR, First Aid, AED, and Blood-Borne Pathogens (training/certification provided)

**Preferred Qualifications:**

1. Experience in one or more of the following:
  - a. Outdoor ministry/camp
  - b. Hospitality and customer service
2. Experience with general building maintenance, including carpentry, plumbing, electrical, and repair

**General Standards of Employment at Mt. Cross:**

1. Willing to be open and affirming about working within a faith-based organization (specifically one that is Lutheran)
2. Willing to listen to, understand, and serve our constituents and clients with respect, compassion, and intuition. This encompasses all types of groups with various backgrounds and needs, with an emphasis on Lutheran congregations in northern California and Nevada.
3. Willingness to work a flexible schedule, including nights and weekends
4. An understanding of, or a willingness to learn about, the philosophy and mission of outdoor ministries (and specifically that of Mt. Cross) and a willingness to work within it
5. A strong desire and excitement to follow and exemplify Mt. Cross’ mission statement
6. Eligible to be legally employed in the United States