



## **Keewaydin Director of Facilities- Job Description**

**Report to:** Executive Director of the Keewaydin Foundation

The Director of Facilities oversees the plant and facilities of the Keewaydin Foundation at Keewaydin Dunmore, Songadeewin of Keewaydin, and the Keewaydin Foundation office. Specifically, the Director of Facilities:

### ***General:***

1. Maintains all buildings and facilities
2. Opens up both camps in early spring
3. Contracts service providers as necessary (e.g. trash hauling, tree pruning, technicians, etc.)
4. Tests camp water annually
5. Executes certain building projects
6. Hires outside contractors and oversees their work for certain projects
7. Obtains all permits necessary for mechanical and utility operation and for all building projects
8. Purchases all materials for maintenance needs; negotiate vendor contracts and discounts
9. Maintains camp vehicles, including cars, vans, trucks, trailers, and other mechanical vehicles such as tractors and mowers
10. Maintains camp grounds
11. Closes camps in the fall
12. Oversees security of camps during the off-season
13. Monitors buildings during the winter. Clears snow when necessary.

### ***Personnel Management:***

1. Hires a seasonal work crew of 7-10 people
2. Trains employees, including all necessary safety procedures to comply with local, state and federal standards and best practices
3. Oversees and directs the crew
4. Conducts annual performance review of self (with supervisor) and subordinates
5. Submits work crew timesheets on a weekly basis to the Business Manager
6. Conducts annual training on fire fighting for all maintenance and select camp personnel
7. Identifies and cross-trains specific work crew members so that there is depth to each team member's skill set

***Administrative:***

1. Ensures that all buildings and facilities adhere to national, state and local codes
2. Meets with state, insurance and camping officials as needed
3. Assists in yearly maintenance plans for both camps
4. Assists in yearly budget preparation
5. Maintains orderly files and plans of facilities
6. Assist in the long term facilities plan for both camps
7. Maintains 24/7 coverage during the 8-week summer camp program as reflected in minimum coverage of 3 people during the workday, seven-days-a-week.
8. Takes on other responsibilities necessary to carry out the aforementioned duties.