



Job Description

Job Title:	Site and Facilities Manager
Reports to:	Vice President, Property Operations
Department:	Site & Facilities, RockRidge Canyon
Roles Supervised:	Maintenance Specialist, Maintenance Workers, Groundskeeper/Challenge Course Manager, Mechanic/Operator, Interns, Summer Staff and Work Crew
Type of Work:	Permanent, Full-time
Work Location:	Princeton, BC

Position Purpose

RockRidge Canyon is a Young Life of Canada property in Princeton, British Columbia, owned and operated by Young Life for the purpose of reaching teenagers with the Gospel of Jesus Christ. It also functions as a Christian conference and retreat centre when not being used by Young Life.

RockRidge Canyon is committed to providing “intentional hospitality” to our guests. This means working to consistently exceed the expectations of our guests in quality of service, facilities, and overall experience.

The Site and Facilities Manager is responsible to oversee the operation and maintenance of the physical property, which includes buildings, grounds, domestic and waste water systems, geo thermal systems, utilities, security, wi-fi networks, heavy duty equipment and vehicles. The Manager leads the Site & Facilities staff team, ensures that the RRC site and facilities are maintained to Young Life’s standards of excellence, and sets projects and priorities in accordance with Young Life’s master plan for RRC. The Manager has hands-on involvement in day-to-day site and facilities operations, manages contractors, and oversees all maintenance projects.

These responsibilities are to be carried out in a way that honours Jesus Christ. The position demands a strong commitment to serving Christ, facilitating the mission of Young Life as expressed through camping, and serving guests with excellence. Young Life is a relational outreach ministry; all property staff must convey a sense of Christ-like hospitality and service for guests and staff. Responding to the unexpected needs of the guest in a prompt and professional manner is important and required. All property staff are expected to represent Young Life positively and professionally within the community.

Key Duties and Responsibilities

Spiritual Leadership

- Model Christ in word, deed and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers.
- Pray for kids, Young Life volunteers, and fellow Young Life staff. Ensure that all ministry at RockRidge Canyon is designed and carried out with a dependence on prayer that flows from a personal relationship with Jesus Christ.
- Personal knowledge and experience of the saving work of Jesus Christ, pursuing personal spiritual growth and involved in a local church.

Facility and Site Maintenance

- Create and manage a maintenance schedule for RockRidge Canyon's (RRC's) existing facilities to ensure that buildings, grounds, equipment, landscape, roads, etc. are maintained to a standard that reflects Young Life's commitment to excellence.
 - Implement and evaluate maintenance projects per the maintenance schedule.
 - Develop and implement schedules and procedures for safety inspections
- Oversee the installation, maintenance and repair of infrastructure, including machinery, equipment, and electrical and mechanical systems.
- Ensure RRC's site and facilities are well-kept and clean for guests.
- Partner with other departments (i.e., Guest Services, Housekeeping, Administration and Food Services) to provide excellent service for guests and provide support as the property is used for Young Life camping programs.
- Manage snow removal, landscaping and grass cutting in a timely manner.
- Oversee maintenance of site roads, drainage and traffic flow, including signage and parking.

Building Systems

- Respond to operational emergencies and urgent and unscheduled needs of guests.
- Monitor water and energy consumption to optimize resource conservation.
- Manage and control building systems such as heating/cooling, geo thermal systems, fire suppression and alarm systems.
- Maintain all electrical and mechanical systems, including filters, heat pumps and heat exchangers.
- Manage the operation of the outdoor swimming pool, water balance, pumps and filtration systems.
- Provide operational/technical support for the computer and network systems.

Regulatory Inspections

- Maintain records and inspections as required by provincial and federal law, and sound maintenance practice. This includes but is not limited to:
 - Records required by the health department for potable water and operation of the sewage system and swimming pool;
 - Equipment records related to fire and safety;
 - Monitoring of dam levels and water flow;
 - Maintenance records for buildings (i.e. paint chart, reoccurring problems);
 - Challenge course elements for inspection, repair, record keeping;
 - Inventory records for equipment.
- Stay current in all relevant provincial and/or federal codes relating to water treatment, sewage treatment and property maintenance to ensure compliance.
- Ensure that construction projects comply with all regulatory agencies and all provincial and local license and permit requirements.

Security and IT Oversight

- Ensure the property is secure. Manage and maintain the security systems and associated procedures to ensure they continue to be effective.
- Provide oversight, repair and maintenance of phone and wi-fi networks.

Major Maintenance and Asset Management

- Develop and implement capital projects to be undertaken as time and money allow at the direction of the VP, Property Operations.
- Support the VP, Property Operations and Young Life of Canada National Board, Camping Committee to develop a Master Plan for RRC.
- Implement and maintain an effective preventive maintenance system for all facilities and equipment. Maintain property equipment and vehicles to provide good service, long life and responsible stewardship.

Administration

- Hire, train and provide effective supervision of maintenance staff. Optimize staff scheduling to support scheduled facility operations.
- Provide positive, professional and effective leadership for all staff and volunteers working within the maintenance department.
- Support the VP, Property Operations in setting budgets and establishing priorities for the site and facilities department, managing the department budget, ordering supplies and coding of invoices in a timely manner. Responsible to record and maintain logs and statistics.
- Report and respond to incidents in a timely way in accordance with Young Life's policies.

Relationships

- Coordinate with the VP, Property Operations to ensure that tasks are being performed to standard, in proper priority, in a timely manner and in conjunction with the camp operations.
- Lead by example in cooperating with other departments at RRC to serve as a well-functioning team. This includes being a positive spiritual leader and example.
- In the summer months, work closely with the Work Crew and Summer Staff assigned to site and facilities to ensure their work experience is a positive time of personal and spiritual growth.
- Engage with the local community in a positive and engaging manner consistent as an ambassador of Young Life and RRC.

Team Duties and Responsibilities

- Effective communication with property departments regarding guest groups. Understand and promote effective interdepartmental relationships as related to service for guest groups.
- Train and supervise seasonal interns
- Occasionally train on-call staff and volunteers to ensure adequate staffing throughout the rental season.
- Model open communication and work collaboratively with the property staff team and the Young Life staff team in support of Young Life's mission, core values and strategic plan.
- Engage with and foster healthy relationships with the property staff team.
- Attend devotionals and staff meetings.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.
- On occasion, provide leadership and direction to assigned work staff, both paid and volunteer.

Personal and Professional Development

- Pursue opportunities to learn through books, podcasts, courses, travel to other camps, etc.

General Expectations

Young Life is a relational ministry. Staff must be able to convey a sense of Christ-like hospitality and concern for guests and staff. Responding to the unexpected needs of our guests in a prompt and professional manner is important and required.

- Maintain a positive attitude and a friendly, professional manner to create a warm, welcoming atmosphere.
- Observe and report unsafe work conditions to the relevant manager.
- Reply to radio calls professionally and respond to requests quickly and efficiently.
- Operate property vehicles safely; respect all signage, including speed limits and parking.
- In the event of an emergency, established policies and procedures will be followed. All staff are expected to work together to ensure a coordinated response under the leadership of the VP, Property Operations.

Qualifications

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life's Statement of Faith. Adhere to Young Life's Codes of Conduct.

Education

- B. Engineering, B.A. or technical school diploma, or equivalent education and experience.

Experience

- Minimum ten years general maintenance experience or construction related trade.
- General working knowledge of all facets of construction and building trades. Experience working with contractors.
- Minimum five years management experience overseeing building and utilities systems and site maintenance.
- Basic computer literacy and keyboarding skills to create reports and use spreadsheets.
- The ability to obtain licenses necessary for property operations such as domestic and waste water systems, etc.
- General knowledge of vehicle maintenance and heavy-duty equipment.

Skills and Abilities

- Demonstrated ability to organize and direct all site and facilities operations.
- Demonstrated ability to manage building systems effectively.
- Able to provide effective spiritual leadership.
- Model responsible work habits, effective servant-leadership and stewardship.
- Strong analytical and decision-making skills.
- Detail orientated, enjoys a fast-paced environment and able to multi-task.
- Excellent time management skills. Able to manage conflicting priorities, effectively plan work, and meet deadlines in a high demand environment.
- Superior Emotional Intelligence competencies, including interpersonal and customer service skills. Strong relationship building skills. Strong communication skills. Diplomatic and tactful.
- Integrity to deal with sensitive or confidential material and situations.
- Time management and leadership skills are necessary to set goals and priorities to meet the need of group.

Recommended Certifications

- Water/Waste Water Systems – Level 1
- Pool Operator – Level 1 and 2
- Experience with Commercial Plumbing and Electrical Systems, HVAC, Geothermal Systems
- Experience with IT/PBX System / Security Systems

Other Requirements

- Legally entitled to work in Canada.
- Current clean criminal record check, including vulnerable sector search required and every five years afterward as a condition of employment.
- Valid Class 5 driver's license and clean driver's abstract required as a condition of employment.
- Able to work a flexible schedule according to seasonal operating requirements.
- Must be willing to relocate to Princeton, BC.

Work Conditions

Work Location:

- Work is performed in a rural camp setting.
- Work is performed indoors and out of doors throughout the year in all weather conditions.

Physical Requirements:

- Work may require lifting up to 50 lbs.
- Work will require pushing, squatting, kneeling, climbing, etc.
- Work is not sedentary and requires the employee to walk or stand for up to 50% of the time. Employee is required to look at a computer screen and use a keyboard for up to 20% of the time.
- The employee is required to see, talk and hear.

Work Conditions:

- Must be able to function out of doors in various weather and may also be in contact with various chemicals.
- Work is deadline driven.
- Work is seasonal and at times there will be large volumes of work to undertake.

Hours of Work:

- Generally, the work week is 40 hours.
- Work weeks in excess of 40 hours will be required during peak times.
- On call availability is expected

Hazards:

- Hazards are considered minor and controllable.

Note:

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.



Staff Person Name

Signature

Date