



Position Title: Maintenance Manager
Position Classification: Salaried and Hourly
FLSA: Exempt
Supervisor: Director of Operations

Job Summary

Lutherhill Ministries, a year-round retreat center and summer camp with two locations in La Grange & Galveston, is seeking a Maintenance Manager responsible for overseeing all facility maintenance, grounds upkeep and repair operations with the goal of making Lutherhill a safe and inviting place for all people. The ideal candidate is self-motivated, positive and reliable as well as excels in skills of problem solving, troubleshooting and diagnostics.

Responsibilities:

- Responsible for the maintenance and repair of all campus facilities and grounds to meet American Camping Association & Texas Department of Health requirements.
- Helps manage maintenance records and preventive maintenance schedule.
- Keep the site clean and orderly and free of any potentially dangerous elements.
- Primary staff person to respond to emergency after-hour needs.
- Coordinate assignments with the Director of Operations and communicate with other camp staff to address maintenance and repair issues in a prompt manner.
- Operate out of Lutherhill Camp in La Grange, TX but available for occasional visits to the second facility Lutherhill Galveston, located in Galveston, TX.
- Practice good stewardship of the land by managing how land is used, proper oversight of burn piles, supervise cleanliness of the pool and ensure water quality and adequate sewage management.
- Help get competitive bids for various maintenance and repair projects.
- Supervise the work of seasonal staff and volunteers for the care of the grounds and facilities.
- Coordinate maintenance and repair contracts for routine operations.
- Purchase products, maintenance supplies, and other necessary items for continued upkeep.
- Participate in regular staff meetings and periodic staff planning retreats.
- Execute yearly goals and additional duties as assigned by the Director of Operations.

Qualifications:

- Ability to work in a team environment.
- Ability to communicate with staff and guests in a positive manner.
- Mechanical knowledge and skills preferred or a willingness to learn.
- Self-motivated and able to take initiative in resolving problems.
- Manage projects from initial design through completion.