

RIVERBEND RETREAT CENTER
Position Description

POSITION: MAINTENANCE DIRECTOR

RESPONSIBLE TO: OPERATIONS DIRECTOR

QUALIFICATIONS:

1. Have a sincere love for the Lord and a desire to see guests come to know and grow in Him.
2. Is in agreement with Riverbend Retreat Center's philosophy and policies.
3. Is eager to learn, loves people, and shows a consistent walk with God.
4. Is willing to forego personal rights for the common good of the center and guests.
5. Is flexible and able to work with guests and other staff members.
6. Ability to work with and supervise others.
7. Have a view of building maintenance as a servant ministry.
8. Have an attitude of excellence.
9. Have working knowledge of plumbing, electricity, heating, refrigeration, construction technique, general construction, small equipment and mechanical things.

RESPONSIBILITIES

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, guests and staff to reflect favorably upon the Lord and Riverbend Retreat Center.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Supervise all full time, part-time, temporary part-time maintenance workers, and volunteers assigned to facilities and grounds area.
4. Aid in keeping the work area and tools clean, orderly and in good repair at all times.
5. Be available for trouble calls to meet the needs of the guests.
6. Schedule and carry out preventative maintenance on all buildings and equipment.
7. Maintain the interior and exterior of all buildings.
8. Coordinate and perform remodeling projects.
9. Keep maintenance records of the buildings and equipment.
10. Keep inventory records and advise the Operations Director of needed supplies and order as approved.
11. Make sure all facilities are opened and closed to meet the needs of guests.
12. Keep staff informed of building opening and closing schedules and procedures.
13. Maintain fire extinguishers in all Center buildings/vehicles.
14. Serve as "on-call" staff as assigned to take care of guest needs.
15. Work with Grounds Director to keep maps of overhead and underground utilities up-to-date.
16. Assist Grounds Coordinator as needed and as time permits.
17. Accept other related assignments as given by supervisor.