

## **Northern Illinois Conference of The United Methodist Church**

Position Title: Facilities & Grounds Supervisor – Wesley Woods Camp

Reports To: Executive Director

Compensation Range: \$36,000 – \$48,000 annually, based on experience, plus health benefits

Date: March 2026

### **Basic Purpose**

Provide hands-on leadership for the maintenance and care of all buildings, grounds, waterfront areas, equipment, vehicles, and related systems at Wesley Woods Camp. Ensure the property is safe, well-maintained, and guest-ready while following established preventive maintenance routines and working within approved budgets. This role is ideal for a hands-on, self-directed professional who takes pride in maintaining a beautiful lakefront property, values steady year-round work, and prefers meaningful responsibility over corporate bureaucracy.

### **Essential Job Functions**

#### **1. Facilities & Preventive Maintenance (35-40%)**

- Maintain and follow structured preventive maintenance schedules.
- Perform routine maintenance including minor repairs, painting, basic plumbing, and carpentry.
- Prepare buildings and systems for seasonal opening and shutdown.
- Maintain working knowledge of utility systems including gas shutoffs, electrical panels, fire alarm systems, and water systems.
- Maintain clear documentation of work completed and report major repair needs to Executive Director.

#### **2. Grounds & Waterfront Operations (25-30%)**

- Maintain campgrounds, trails, shoreline areas, and common spaces.
- Operate and maintain lawn mowers, chainsaws, log splitters, and related grounds equipment safely.
- Oversee lakefront readiness including swim area inspections, dock stability checks, and kayak/paddleboard condition.
- Inspect and maintain playground and outdoor recreational equipment for safety.
- Identify hazards proactively and address routine safety concerns.

#### **3. Equipment & Shop Oversight (10-15%)**

- Maintain orderly and safe shop and equipment storage areas.
- Track equipment usage and maintain simple inventory records.
- Ensure tools, vehicles, and camp equipment remain in safe, operable condition.

#### **4. Operational Coordination (10-15%)**

- Coordinate maintenance activities to support guest groups and seasonal programming.
- Communicate clearly with Executive Director regarding contractor needs, budget-impacting decisions, and safety concerns.
- Work independently in daily operations while maintaining consistent reporting.

#### **5. Regulatory & Safety Compliance (10-15%)**

- Support compliance with local, state, and federal regulations and ACA accreditation standards.
- Conduct and document regular fire extinguisher inspections.
- Maintain required permits and certifications.
- Respond to on-site emergencies and assist in implementing emergency procedures.

### **Budget Responsibility**

- Operate within established maintenance budget.
- Track routine expenditures and recommend equipment replacement or improvement as needed.

### **Major Accountabilities**

- Maintain a safe and professional camp environment year-round.
- Implement and follow preventive maintenance routines consistently.
- Ensure waterfront and recreational areas meet safety standards.
- Maintain accurate maintenance logs and equipment inventories.
- Support a positive guest experience through reliable facilities operation.

**Job Standards****Education**

High school diploma required.

**Certifications**

First Aid / CPR required (or willingness to obtain).

Waterfront safety certification (or willingness to obtain within 6 months).

Valid driver's license required.

**Experience**

3-5 years of experience in property maintenance, facilities, camp operations, or related field preferred.

**Responsibility for Supervision**

Supervises the Wesley Woods Groundskeeper, seasonal maintenance helpers, custodial/housekeeping staff, and volunteers as assigned. Responsible for work assignment, basic training, safety oversight, and quality control.

**Communication Skills**

Communicate clearly and professionally with:

- Executive Director
- Food Service staff
- Program staff
- Seasonal staff
- Contractors
- Regional Risk Manager
- Vendors
- Guests when maintenance or safety communication is required

Maintain written documentation of maintenance logs and inspections.

**Technical & Physical Requirements**

- Operate lawn mowers, grounds equipment, power tools, and maintenance vehicles safely.
- Work outdoors in varied weather conditions.
- Lift 50-80 lbs regularly.
- Assist in emergency response situations including evacuation or first aid support if needed.

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all responsibilities, duties, or skills required.