

Alta Mons, the outdoor ministry of the Roanoke District, is seeking to hire a full time Maintenance Coordinator. Please see the job description below and contact Ronda Wimmer, Executive Director, with any questions or to submit a resume.

Contact Info:

540-268-2409

[office@altamons.org](mailto:office@altamons.org)

Physical Location:

2842 Crockett Springs Road

Shawsville, VA 24162

Check out our website ([www.altamons.org](http://www.altamons.org)) & Facebook page (Alta Mons) for more information and photos!

Job Description:

Key Competencies:

Values, Communication, Decision Making, Quality Results, and Functional Expertise.

General Description: Under the direction of the Executive Director, the Maintenance Coordinator is responsible for ensuring that all property, facilities, equipment, and grounds are maintained at a high level of safety, appearance, cleanliness, and functionality that supports our goal of engaging churches, campers, guests and our community in the programs and services we provide.

Essential Functions:

1. Work respectfully and collaboratively with other staff, volunteers and Board as a team to accomplish Alta Mons' mission.
2. Develop and enhance quality facilities and programs.
3. Build and maintain positive relationships with guests and staff.
4. Recruit, develop, lead and supervise volunteers and contractors in a manner that ensures consistent and positive results.
5. Develop goals, processes, procedures, and evaluation methods to ensure the safety, cleanliness, appearance, and functionality of the facilities, equipment, and grounds.
6. Provide oversight to pool equipment operation.
7. Provide leadership in major facility, pool or property repairs.
8. Perform minor plumbing, electrical, mechanics and carpentry repair.
9. Manage resources within budget guidelines.
10. Administer system of records, reports, and inventory.

ALL OTHER DUTIES AS ASSIGNED

Knowledge/Skills/Abilities

1. High school diploma or equivalent required.
2. A minimum of two years of work experience in Facility/Property Management required.
3. Must have familiarity with OSHA standards, emergency plans, equipment purchasing and maintenance management.
4. Ability to read and interpret a budget required.

5. Ability to prioritize and handle multiple tasks.

Other Requirements

1. Stand and/or sit for extended periods of time.
2. Lift and carry minimum of 50 pounds.
3. Carry out maintenance duties including general repair and cleaning.
4. Appropriately use a ladder and various tools.
5. Communicate effectively with others.

Ability to work varied schedule including evenings and weekends