

Job Title: Maintenance Supervisor**Reports to: Director of Retreat Ministries****Supervises: Grounds staff, Maintenance staff, pool, and Farming staff, along with volunteers that serve in those areas**

- A. Relationships with other departments
 - 1. Works as a team with Retreat Ministries Director and GM property management.
 - 2. Inspires all staff in maintaining the grounds attractive and inviting to guests.
 - 3. Attends weekly team meeting with other RM staff.
 - 4. Provides details on building remodeling projects when requested by Grant Writer or Development Assistant.
 - 5. Participates in the annual budget process in providing estimated staff, supplies, and repair needs of the guest facilities buildings, grounds, and farm.

- B. Duties – Buildings and Grounds
 - 1. Regulatory Compliance
 - a. Stays current in the knowledge of applicable state, local and health regulations.
 - b. Ensures that guest facilities comply with fire, electrical, state and county regulations and insurance regulations are met.
 - c. Maintains and operates the pool, the wells, and water supplies by industry standards.
 - d. Conducts annual fire safety education for all personnel in all departments.
 - e. Keeps all facility licenses, permits, etc. current and filed properly.
 - f. Controls for bedbug elimination, rodent, and insect control, remains up to date on current standard and training of housekeeping staff.
 - g. Keeps in touch with FAA for all details for renewal of the tower rental agreement on the farm property.

 - 2. Inventory Control
 - a. Orders and maintains all supplies, materials, and equipment used for managing and maintaining the grounds and guest facilities.
 - b. Organizes and keeps control of all inventories in the garages, workshops, and equipment storage in the barn area and on both campuses.

 - 3. Preventive and Regular Maintenance
 - a. Develop and implement a preventive maintenance program for water systems, roofs, painting, water heaters, laundry areas, and guest facilities.
 - b. In charge of staff training in all areas of maintenance for the grounds and guest facilities.
 - c. Handles electrical repairs, carpentry repairs, and plumbing repairs throughout guest facilities buildings and property.
 - d. Maintains all ministry vehicles, mowers, tractors, and larger machinery for farming.

 - 4. Safety of staff and guests
 - a. Responds first and primary contact for all guest emergency issues.
 - b. Oversees hayrides and bonfires for all guests as well as for staff special events.
 - c. Carefully trains maintenance, grounds, and farm staff in the correct and safe operation of all equipment, both manual and power tools.

- d. Notifies all guests and staff of days when deer hunting is active on campus.
- C. Duties - Farm ministry program
1. Gardens
 - a. Supervises all garden planting and work on all campuses.
 - b. Organizes training and supervision of GIA students learning gardening.
 - c. Keeps up with volunteers from among the community in guest gardening activities.
 - d. Orders and stocks all garden supplies and equipment.
 - e. Plants flower beds and shrubs for beautifying around the facilities.
 2. Fields and Woods
 - a. Primary contact with community farmers and annual renewal of contracts.
 - b. Considers planting crops with assistance from GIA students and farm hands.
 - c. Keeps all fields and walkways, including prayer path, around ponds, yards, and meadows mowed and attractive for guests and staff.
 - d. Cuts up wood for bonfires or arranges removal of fallen trees, branches, or leaning trees causing potential hazards.
 - e. Removes all construction debris from all parts of the property to the appropriate recycling centers, landfills, or county dumps.
 3. Animals
 - a. Arranges removal of harmful animals (groundhogs, foxes, raccoons, coyotes, etc.) causing damage to gardens, to crops, to buildings, or to the property.
 - b. Keeps logs of approved hunters and controls their activity on the property during seasons for deer hunting and informs the RM registrar.
 - c. Purchases and raises chickens, ducks, turkeys, or related fowl and arranges for processing of the meat to help supply the food needs of the GIA students (not for guests).
 - d. Evaluates future needs for purchasing and raising larger animals such as sheep, goats, and beef cattle.

Job Qualifications:

- Preferably background in carpentry, plumbing, electrical, related maintenance, or agricultural science.
- Signs the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, QuickBooks (if handling financial transactions), and accurate use of email and digital communications.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud.

