



## JOB DESCRIPTION

### Name

<b>JOB TITLE:</b>	<b>Director of Facilities, Canyon Operations</b>
<b>DEPARTMENT:</b>	Canyon Operations – Echo Valley
<b>REPORTS TO:</b>	Senior Director of Operations
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Exempt</b>

**POSITION SUMMARY:** The Director of Facilities, Echo Valley ensures that facilities under their leadership are maintained and monitored according to Foundation standards through the effective management of staff, resources, and processes.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### ESSENTIAL FUNCTIONS:

- Collaborate with other Canyon Operations Leadership in establishing and maintaining standards and setting priorities
  - Meet with Canyon Operations Leadership weekly to discuss standards and update priorities
- Lead, mentor, and develop assigned regional team:
  - Model and promote servant leadership, cooperative teamwork, and responsible stewardship of resources—mentor staff to adopt these practices
  - Hold team accountable for meeting identified standards and timelines through appropriate processes

- Communicate and teach Foundation values, standards, and priorities to team members.
- Provide oversight and direction to team members to maintain facilities that are conducive to meaningful retreat experiences
- Establish and maintain a schedule for preventative maintenance and deep cleaning
- Serve as primary liaison for program leadership for addressing all facility needs, including emergency assistance, in support of their programs
- Perform administrative functions as needed
  - Approve weekly time sheets
  - Utilize the CMMS (Facility Dude) for managing your team's assigned work, as needed
  - Submit reports to Senior Director of Operations as requested
  - Monitor and manage assigned budgets; document and submit invoices weekly
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals.
- Supports the regional team structure by encouraging and facilitating cross-functional training
- Supports regional structure by reallocating team members and resources to assist other regions when appropriate

**QUALIFICATIONS:**

- High School diploma or equivalent work experience
- Knowledge of Microsoft Office Suite preferred
- Experience managing a team as well as knowledge of facilities maintenance including building, mechanical systems, and groundskeeping

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Exceptional Teamwork and ability to work collaboratively with others
- Strong leadership skills
- Ability to identify and solve problems
- Exhibits flexibility towards change
- Dependable
- Capability to delegate work assignments
- Basic computer literacy skills
- Ability to facilitate connections or share information

**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work for up to 8 hours at a time
- While performing the duties of this job, the employee is regularly required to talk

- and hear
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day
  - Employee must be able to lift and move items up to 25 pounds
  - Ability to properly use a ladder
  - Must be able to operate a motor vehicle

**WORK ENVIRONMENT:**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles
- Ability to work varying schedules based on camping program needs, including some weekends

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE