

JOB DESCRIPTION

Employee Name

JOB TITLE:	Senior Director of Canyon Facilities
DEPARTMENT:	Canyon Operations
REPORTS TO:	Senior Director of Canyon Operations
EFFECTIVE DATE:	02/24/2026
CLASSIFICATION:	Exempt
HOME LOCATION:	Canyon (Leakey, Texas)

POSITION SUMMARY: The Senior Director of Canyon Facilities provides hands-on leadership for the care, functionality, and sustainability of Canyon facilities. This role ensures that daily facilities operations are effectively planned, executed, and sustained. This position supports the Senior Director of Canyon Operations in all facility-related functions and projects.

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 the 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:

- Lead, mentor, and develop Canyon Facilities Directors by communicating and teaching performance and operating standards
 - Model and promote servant-leadership and responsible stewardship of resources
 - Directly manage Canyon Facilities Directors and provide oversight to their regional team’s assigned sites
 - Provide feedback to affirm, correct, and redirect Canyon Facilities Directors
 - Provide occupational training for members of the Canyon Facilities employees, including Regional Directors and their teams
- Collaborate with Regional Facilities Directors to align standards and priorities in support of Canyon Facilities
 - Ensure Regional Directors and Supervisors are equipped to support Program Leadership for retreats or events
 - Maintain visibility into program schedules and operational needs to ensure facilities readiness and proactive resource planning for meaningful retreat experiences
 - Facilitate weekly meetings with Regional Facilities Directors to inform, update, adjust priorities, delegate, and plan work
- Work closely with the Senior Director of Construction to ensure alignment between projects and long-term facilities sustainability.

- Coordinates with the Canyon Resource Manager to ensure facilities are prepared and ready for events and retreats.
- Manage the budgetary needs for Canyon Facilities in collaboration with the Senior Director of Canyon Operations
 - Assist in budget formation by evaluating and raising awareness of facility needs
- Daily management of staff and resources in the maintenance of facilities according to Foundation performance and operating standards, and under the direction of the Senior Director of Operations
 - Establish priorities within approved guidelines and identified windows of opportunities
 - Monitor and audit, routinely, each operational function during and between retreats to ensure the staff, the procedures, and the offered services are meeting the standards
- Coordinate routine single-scope facility maintenance services (e.g., fire extinguisher inspections and other required compliance services)
 - Align scheduling with the Senior Director of Construction, the Senior Director of Canyon Operations, and the Regional Directors
- Perform administrative functions as needed
 - Utilize the CMMS (Facility Dude) for managing assigned work
 - Submit reports to the Senior Director of Canyon Operations
 - Evaluate Canyon Facilities performance processes
- Perform all other duties as assigned

QUALIFICATIONS:

- Bachelor's degree preferred or 10 years of related experience in lieu of degree
- Minimum 5 years' experience managing a team
- Experience in facilities maintenance, including building, mechanical systems, groundskeeping, and housekeeping
- Proficient in Microsoft Office Suite
- Experience working in a multi-site operation a plus

COMPETENCIES – Knowledge, Skills, and Abilities:

- Strong communication and interpersonal skills
- Planning/Organizing
- Proven leadership/management abilities in developing a staff
- Ability to plan, organize, and prioritize in a changing environment
- Exceptional time management skills
- Mechanical acumen and aptitude
- Basic knowledge of risk management and safety standards
- Strong attention to detail

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-50 pounds. Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, depth perception and ability to adjust focus. This job requires the ability to operate a motor vehicle safely. May be required to work varying schedules based on camping program and retreat needs, including some weekends.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environments. This job operates primarily in a camp and outdoor environment mainly in Leakey, Texas. Will experience outdoor responsibilities and must be able to work outside on uneven terrain.

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.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE