



Physical Plant Director Job Description Balsam, North Carolina

Salary: Range \$35,000 to \$45,000 - Based on Experience

Benefits: Medical, Life, Dental, Vision Insurance, FSA, PTO, IRA, Sick Leave, Pro-deals and more!

How to Apply: Send résumé with references to John Rogers at jrogers@soarnc.org

SOAR Inc. is looking for a dependable college graduate with 5+ years' experience in maintenance and supervision. They should have the desire to do excellent work, to support SOAR's mission by maintaining our facilities with excellence, issuing and maintaining equipment, and with the skills to assist or lead programs as necessary. This person needs organizational and technical skills, plus a desire to serve and support others.

SOAR'S Mission Statement:

SOAR is a accredited educational Academy, GAP year program, and outdoor adventure camp dedicated to a two-fold purpose:

To provide academic instruction, experiential education, interpersonal life skills development, and outdoor adventure-based programming to youth dealing with LD and/or ADHD through their participation in the Academy at SOAR.

To provide experiential education, interpersonal life skills development, and outdoor adventure-based programming to youth, young adults, and families dealing with LD and/or ADHD through SOAR's outdoor adventure camp programs, GAP year program, and community- based services.

SOAR embraces a commitment to service that is evident in the professional and community involvement of its staff members.

SOAR is a private, nonprofit 501(c)(3) corporation.

SOAR's Vision Statement:

Be the world leader in helping youth and young adults living with learning and attention challenges achieve greater life success.

SOAR's Core Values:

Focus on Strengths: Helping youth discover their strengths and take steps towards their journey to success.

Respect: Treating participants, families, and staff with dignity and respect.

Servant Leadership: Supporting the LD/ADHD community with our time, knowledge, and innovation.

Environmental Ethical Programming: Respecting the environment in an ethical way.

Commitment to Excellence: Maintaining and leading industry standards.

Loyalty: Loyal to stakeholders, staff, mission, clients, and organization.

Physical Plant Director Job Description

Administrative

- Record keeping
- File management
- Gmail/GDrive
- Microsoft Word, Excel
- Liaison with regulatory agencies (Health Department, etc...)
- Implementation of an Entrepreneurial Operating System in the Logistics department
- Report to the Director of Programs
- Manage and implement facilities repair requests
- Supervise

Physical Plant

- Responsible for keys and access to all buildings
- Maintain all Balsam Base buildings and grounds
- Maintain physical condition and cleanliness of all Balsam Base Facilities
- Schedule landscaping of grounds to include weekly lawn maintenance in spring and summer
- Able to operate a tractor with front loader and change implements as needed
- Ensure the road remains graded
- Maintain trail systems
- Maintain and manage food service room, equipment room, and tool room
- Ensure the physical plant exceeds standards set by Jackson County Health Dept (JCHD) and American Camp Association (ACA)
- Plan / Supervise summer staff maintenance days (pre- and post-summer courses)
- Conduct a bi-weekly sweep of Balsam Base identifying any safety or maintenance issues
- Facilitate annual physical plant assessment of Balsam Base, including an electrical check
- Change water filters in all facility buildings as necessary
- Ensure the bathhouse is clean and stocked with paper products
- Manage key inventory
- Manage inventory of expendable supplies such as toilet paper, paper towels, trash bags, etc
- Maintain a well-marked and locked container for kerosene, white gas, and other liquid fuels. Container will be situated away from any building.
- Ensure fire detection equipment and fire extinguishers in all buildings and cabins are checked twice annually
- Ensure annual/bi-annual inspection of fire extinguishers and suppression systems in the kitchen
- Ensure annual cleaning of hood, flue, and exhaust fan in the kitchen
- Submit drinking water samples for testing quarterly.
- Maintain diagrams or written physical descriptions of the locations of all electrical / water lines and cutoff points
- Manage septic system
- Create and maintain an annual and 5-year maintenance schedule
- Ensure pest control measures are in place and adequate
- Ensure arborist inspection occurs every three years
- Maintain the physical plant manual

Tools

- Maintain tool inventory, organization, storage, and cleaning
- Ensure all tools (including power tools) are in working order
- Maintain relevant budgeting and proper use training

- Maintain clean and safe working areas

Challenge Course

- Responsible for Challenge Course, inspection, and repairs
- Responsible for Challenge Course equipment maintenance, inventory, replacement, and procurement

Assist with Wilderness Equipment and Logistics

- Inventory Balsam wilderness equipment in September
- Develop an annual wilderness equipment purchase list
- Prepare all group gear for distribution
- Maintain and repair all wilderness equipment including mountain bikes
- Ensure that gear closets remain clean and dehumidified
- Issue individual gear to SOAR students as necessary
- Maintain wilderness equipment check-out / check-in system for year-round staff, Course Directors and students

First Aid Supplies

- Maintain inventory of first aid supplies
- Maintain orderliness of the first aid storage cabinet
- Maintain first aid kits and stock re-supply inventories

Transportation

- Detail and implement maintenance plan for all SOAR vehicles
- Detail and implement a maintenance plan for all SOAR trailers including quarterly maintenance
- Detail summer transportation plan
- Conduct transportation training for SOAR staff
- Manage vehicle check-out / assignment plan on a seasonal basis
- Maintain toolboxes and emergency equipment for all SOAR vehicles
- Ensure speed limit signs are posted
- Coordinate with bookkeeper regarding fuel credit cards to summer vehicles

Food Service

- Ensure proper storage of food in the food room, kitchen, and covered dining area
- Ensure compliance with all NC Health Department regulations
- Ensure compliance with all American Camp Association physical plant requirements
- Maintain adequate stock of bulk foodstuffs in the food room
- Oversee field food for all courses first expeditions
- ServeSafe Manager Certification

Wilderness Skills (Preferred)

- Mountain Biking
- Rock Climbing
- White Water Rafting
- Backpacking
- High and Low Challenge Course facilitation
- Canoeing
- Kayaking
- First Aid

Other

- Hire and supervise Logistics Assistant staff
- Assist with SOAR programs on and off base
- Plan and Lead off-site programs
- Other responsibilities as assigned by Supervisor

Desired Experience and Requirements

Requirements: (Applicants missing any of these 6 will not be considered for the position)

- Bachelor's Degree
- 5 years' experience in facility management / maintenance or construction
- 5 years' experience supervising others
- Valid driver's license with no DUI's
- Current Wilderness First Responder and Lifeguard Certifications (or have the ability to obtain)
- Must be able to complete the following physical abilities with or without reasonable accommodation:
 - stand for long periods of time in excess of 5-6 hours
 - sit for an extended period of time greater than 4-5 hours
 - walk long distances
 - bend, kneel, push and pull on a repetitive basis
 - grasp small objects and work in confined spaces
 - work in all a variety of environments including rain, snow, sleet, or ice

Physical Job Requirements

- Must be able to stand for long periods of time in excess of 5-6 hours.
- Must be able to sit for an extended period of time greater than 4-5 hours.
- Must be able to walk long distances.
- Must be able to bend, kneel, push and pull on a repetitive basis.
- Must be able to grasp small objects and work in confined spaces.
- Must be able to work in all a variety of environments including rain, snow, sleet, or ice.

Essential Knowledge: Camp operation, budget planning, and management; knowledge of logistics and equipment management

Preferred Knowledge: Experience with LD and ADHD, and or youth at risk; Working knowledge of EOS, CliftonStrengths, Myers Briggs, or other personality profiles.

Essential Skills: Residential plumbing, electrical, doors, knobs, lighting, security, carpentry; New construction; Remodeling; Cleaning practices; Challenge course, board and bike repair; Industry standards for program equipment and use; Vehicle and trailer maintenance and repair.

Management Skills: Communication skills; leadership skills; problem-solving skills; planning and organization skills; staff training/facilitation skills; ability to delegate; attention to detail, ability to hold others accountable; ability to multitask; confidentiality; working knowledge of best hiring practices; intermediate level Excel and word processing skills.

Outdoor Skills: Intermediate level in adventure activities including rock climbing, challenge courses, whitewater rafting, caving, mountain biking, and wilderness backpacking; extensive risk management training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. SOAR, Inc. provides equal opportunities to employees and

applicants without regard to race, ethnicity, religion, sexual orientation or identity, national origin, age, disability, or veteran status.