

Cho-Yeh Camp & Conference Center, Inc.

Job Description

Job Title: Grounds Manager (Salaried – Exempt)
Reports To: Facilities Director
Prepared Date: 11/1/2018



Summary

This position reports directly to the Director of Facilities at Camp Cho-Yeh. The Grounds Manager will serve in a hands-on position responsible for planning, coordinating, and executing all aspects of grounds keeping on the Camp property. Camp Cho-Yeh is a high-growth, mission-driven nonprofit organization that is adopting the highest standards every category. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

Setup and execute grounds plan with a high degree of excellence

- Keep grass areas mowed, free from weeds, healthy and attractive to guests
- Keep roads and trails cut back and walkways free from tripping hazards
- Keep rock beds, flower beds and mechanical areas free of weeds
- Maintain irrigation systems
- Periodic jobs such as mulching, trimming, fertilizing and planting

Leverage outside work for grounds labor

- Coordinate grounds portion of volunteer work weekend
- Supervise day laborers as needed for surge type work
- Hire outside services as needed for specialized grounds jobs

Supervise grounds employees

- Train and hire grounds employees
- Train and supervise grounds staff in safe work practices and equipment operation
- Supervise work, review assignments and effectiveness of grounds staff
- Regularly evaluate individual performance
- Have a strong awareness and commitment to preventing, detecting, and responding to physical, emotional, or sexual abuse

Proactively identify and correct safety issues on the property

- Regularly survey tree stock, especially near buildings and trafficked areas
- Coordinate removal of dead and/or problem trees
- Keep good relationships with local vendors to keep costs down and to leverage any knowledge that they may have
- Keep pests and varmints under control using baits, chemicals and or traps

Manage Equipment and Supplies

- Keep ready supply of grounds chemicals and supplies
- Order or purchase as appropriate
- Keep stock of all required safety equipment
- Work with Facilities Director to plan budget for following year

Qualifications

A high school diploma or its equivalent, plus five years of grounds experience in a supervisory role

A Godly individual who has a proven ability to lead in a Christ-like way

Knowledge, Skills, and Abilities

The position requires working knowledge in areas of grounds maintenance

Willingness to learn and grow in the subject knowledge

Proficiency in the safe and proper use of all grounds equipment

Bi-lingual in English and Spanish is a plus

Physical Aspects of the Position

Ability to understand and implement safety regulations and procedures

Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests

Physical strength to lift supplies (40 pounds)

Physical mobility and endurance to perform tasks while standing/walking for long periods of time

Ability to safely and properly use power tools, equipment, vehicles and mobile equipment