



**Austin
Sunshine
Camps**

Title: Facilities Manager

Reports to: CEO

Austin Sunshine Camps is a non-profit organization with a mission to engage and empower youth through educational and outdoor experiences. We hold year-round programming at our 21,000 square foot Zilker Lodge in the heart of Zilker Park as well as at our more rustic cabin-style camp on Lake Travis. We are looking for a dedicated and skilled Facilities Manager to join our team full-time and ensure our camps, equipment and vehicles are kept in pristine condition. The Facilities Manager position is a full-time, non-exempt position and would need the ability to work nights and weekends.

The Facilities Manager would receive his/her schedule at least two weeks in advance. He/She can expect to spend approximately 80% of the year at our Zilker Park facility location and approximately 20% of the year at our Lake Travis facility location.

Maintenance:

- Ensures the safety of everyone by scheduling and managing all inspections with vendors in a timely manner.
- Conducts general landscaping at both locations as well as mowing at our Lake Travis location.
- Perform small construction projects and repairs to include plumbing, electrical, HVAC, carpentry work, patching walls and doors, painting, replacing fixtures and partitions.
- Maintains all equipment and vehicles at both camps.
- Orders maintenance and janitorial supplies as needed and within budget.
- Collects, disposes, and schedules pick up of waste and recycling.
- Schedules and works with vendors for repairs and maintenance when necessary.

Cleaning:

- Keeps the entirety of our facilities and vehicles cleaned and organized.
- Provides deep cleaning to facilities and vehicles on an as needed basis.
- Stocks paper goods, kitchen, and bathroom supplies at all times.

On-Site Facilities Manager:

- Acts as the on-site Facilities Manager for Summer Camp Program, CAP/CIT Programs, as well as the Zilker Lodge Rental Program when scheduled, on-call otherwise.
- Ensures sidewalks are clear and clean and outside trash is picked up.
- Sets up and takes down tables and chairs for the Zilker Lodge Rental Program customers.

- Provides general customer service and facilities support to rentals during events.

Experience:

- Minimum of five years' experience in mechanical, electrical, HVAC, plumbing, carpentry and boiler systems.
- Experience working in areas of engineering, painting, carpentry, electrical, plumbing, vehicle and machinery operation, including maintenance.
- Proficiency and experience in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Must have knowledge and experience of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and groundskeeping.

Requirements:

- Possession of a valid driver's license.
- Must be able to work nights and weekends.
- Minimum of 21 years of age.
- Must pass a National Criminal Background Check.
- Basic computer and phone skills.
- Ability to communicate effectively with internal and external staff, vendors, volunteers, stakeholders, and campers.

Physical Demands:

- Minimum 90% standing and walking, occasionally sitting.
- Reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities.
- Duties require frequent lifting and/or moving up to 50 pounds and occasionally lifting and/or moving more than 100 pounds.

Compensation and Benefits:

- \$40,000 annual salary.
- ASC pays for ½ of employee's health, dental, and vision insurance.
- 160 hours of PTO per year.

Apply:

To apply for this position, please send your resume and cover letter to jobapplicants@sunshinecamps.org.