Job Title: Facilities and Grounds Manager

Location: LaFayette, AL

Position Type: Full-Time

Reports To: Executive Director

Marannook Mission: Marannook exists to know Christ and make Him known through camping. We do this by equipping college students to know God and His word and to share the gospel both at camp and in the everyday stuff of life. We are a registered 501c3 non-profit organization.

Job Summary:

The Facilities and Grounds Manager is responsible for developing plans and working toward the maintenance, repair, and management of building facilities and grounds. This role ensures that all facilities are safe, functional, and well-maintained, and that the grounds are visually pleasing and functional. The Manager will coordinate with vendors, and work with the Marannook team to manage budgets and schedules related to building, facilities, and grounds operations. The individual must be willing to work independently or as part of a team.

Who we need

The person must:

- Demonstrate Christlike humility and love the Lord your God with all your heart, soul, and mind.
- Actively advocate for Marannook in settings that are both personal and private.
- Steward your time well to accomplish the goals set forth by Marannook.
- Collaborate with both seasonal and full-time staff to meet Marannook's objectives.
- Have a hard work ethic and experience in outdoor labor and facilities with positive results.

Responsibilities

Facility Maintenance:

- Supervise and coordinate the maintenance and repair of building systems including HVAC, plumbing, electrical, and mechanical systems.
- Conduct regular inspections of facilities to identify and address any issues or safety concerns.
- Ensure compliance with local, state, and federal regulations and building codes.
- Replace and repair decking, handrails, fences, gates, etc.

Grounds Management:

- Oversee landscaping, lawn care, and other groundskeeping activities to keep activity areas and trails clean and accessible.
- Maintain roads to ensure they are accessible.
- Develop and implement plans for seasonal maintenance and improvements.

Vendor Management:

- *Establish and maintain relationships* with external contractors and vendors for specialized services.
- Work with the Director of Internal Operations to obtain quotes, negotiate contracts, and manage vendor relationships to ensure quality and cost-effectiveness.

Budget and Inventory Management:

- Develop and manage budgets for facilities and grounds maintenance.
- Track and report on expenditures, identifying opportunities for cost savings.
- Maintain an inventory of tools, supplies, and equipment necessary for operations.

Project Management:

- Plan and oversee renovation and small construction projects.
- Ensure projects are completed on time, within budget, and to required specifications.
- Ability to coordinate volunteer work projects.

Customer Service:

- Address and resolve facility-related issues throughout the year.
- *Treat everyone with respect and kindness*, as you would want to be treated.

Qualifications:

- A desire to be part of a non-profit Christian organization that serves college, high school, and elementary-aged students.
- The ability to work independently or with a team.
- Experience in facilities management, missions, farm care, or a similar role.
- Basic plumbing, electrical, painting, equipment care, cleaning, gas and diesel equipment, and auto knowledge.
- Knowledge of building systems, maintenance practices, and groundskeeping.
- Ability to manage multiple tasks and projects simultaneously.
- Proficiency in tractor use and general groundskeeping equipment.
- Relevant certifications (e.g., Certified Facility Manager, HVAC certification) are a plus.

Physical Requirements:

- Ability to lift and carry objects up to 50 lbs.
- Capability to perform tasks that may involve bending, climbing, or working in various environmental conditions.

Work Environment:

- Typically involves working both indoors and outdoors.
- May require occasional after-hours or emergency response work.

Application Process:

Interested candidates should submit their resume outlining their qualifications and experience to info@marannook.org with the subject line “Facilities and Grounds Manager”

Compensation and Benefits:

Compensation will be based on experience and qualifications. All compensation, benefits, and start dates will be finalized by the executive director before hiring.

Potential benefits can include: Simple IRA match, Onsite living accommodations, Up to 5 weeks of paid vacation, and a professional development stipend.