

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Construction Project Manager/Buildings & Grounds
Date: January 2024

Position Classification: Part-time or Contract (20 – 24 hours per week)

Reports To: Executive Director

Summary of Responsibilities

The Construction Project Manager/Buildings & Grounds leads the planning, direction, and coordination for the care and maintenance of NLOM's physical properties. This position will serve as member of NLOM's senior leadership team and will supervise the Maintenance Director.

Position Responsibilities:

1. Serve with the Directors Team in the general oversight and strategic planning for NLOM.
2. Work with the Maintenance Director to prioritize maintenance, capital projects, and preventative maintenance schedules for all buildings, vehicles, and equipment.
3. Maintain a working knowledge of the standards of the American Camp Association and all NLOM policies to ensure compliance with the standards and policies that particularly relate to:
 - a) Transportation standards
 - b) Site & Facilities standards
4. Utilize the planning tools including:
 - a) Infrastructure charts (water, septic, gas, electric, telephone)
 - b) Topological mapping of NLOM sites
 - c) Maintain an office for Building & Grounds where site maps, pertinent information, and planning work space are located
 - d) Maintain an inventory, maintenance, and repair order software program with a robust database that will track all NLOM property, equipment, furnishings, vehicles, and repair orders

5. Lead the Buildings & Grounds staff by:
 - a) Recruiting and selecting the personnel for authorized Buildings & Grounds staff positions
 - b) Training, assigning, supervising, and evaluating the effectiveness of all Buildings & Grounds staff
 - c) Assigning work to volunteer groups who come to an NLOM facility to assist in the care and maintenance of NLOM property

6. Provide support to NLOM's programs by:
 - a. Maintain a working knowledge of, and commitment to the program of NLOM including set up, maintenance, and take down needs for particular programs as related to Buildings & Grounds

7. Share the planning for all major capital improvements and new facilities projects as requested.