



Facility Manager Job Description

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Greater Los Angeles Scouting is the premier scouting council in Southern California and among the largest in the nation. We create the citizen leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts BSA, Venturing, and Exploring program, Greater LA Scouting serves over 10,000 youth – both boys and girls and engages over 4,000 adult scouting volunteers each year. Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs and good citizens who contribute to the fabric and prosperity of America. We are a group of dedicated professionals committed to creating a better future for young people and our communities via the power of Scouting. The council currently owns six camps, two office buildings and half a dozen ancillary properties.

Position Description

The Facilities Manager reports to the Director of Support Services. The position supervises seven camp rangers and works closely with the director of support services as well as the council office manager and camp staff to manage and maintain facilities and land owned or leased by the Council, to include physical infrastructure, buildings, grounds, and vehicles to standards set by the State Fire Marshall, respective county health agencies, Boy Scouts of America National Camping Accreditation Program (NCAP) and the American Camping Association. The facilities manager coordinates, monitors, and supervises the activity of contractors engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds.

This role is fulltime, salaried and FLSA exempt. The successful applicant should expect a dynamic work environment that includes a full schedule of 40+ hours a week, with particular intensity during peak summer camping season and/or sustained severe weather.

Responsibilities – Facilities Manager will:

- Hire, train, schedule, lead, mentor, and evaluate camp ranger/maintenance staff.
- Understand and implement best practices in camp and facility management, as well as ensure regulatory compliance of all properties.
- Create and manage an annual budget.
- Oversee work of ranger staff, scouting volunteers, and outside contractors.
- Ensure ranger staff are trained and qualified in proper and safe practices in the execution of their duties.





Boy Scouts of America

Greater Los Angeles Area Council

- Establish a periodic review of all buildings, equipment, grounds, and vehicles to meet safety standards of various regulatory agencies.
- Inventory and maintain all equipment, tools, supplies, furnishings, and vehicles.
- Document repairs and maintenance in a systematic manner.
- Manage the completion of new construction and/or remodel projects as directed by the CEO/Director of Support Service, according to the overall camp/facility plan developed by the Board of Directors.
- Keep forest and grounds healthy, beautiful and fire safe.
- Recommend and implement process improvements.
- Design, implement, review and train staff on protocol for emergency evacuations, utility and power plant shutdowns and emergency procedures.
- Ensure workshops, storage areas, and building sites are clean and safe according to OSHA standards.
- Work collaboratively with site-specific advisory committees & other volunteers.
- Perform other tasks and duties as assigned.

Qualifications

- At least five years of facility management experience with staff and/or volunteers.
- Proven multi-tasking and project management experience in facilities maintenance.
- Prior experience monitoring contractor work for quality, compliance, and timeliness.
- Ability to communicate clearly in both written and verbal English.
- Ability to use power equipment and hand tools.
- Ability to drive cars, trucks, trailers, and heavy equipment as needed.
- Ability to identify and repair facility problems.
- Ability to use physical strength to lift, dig, load, unload, and repair.
- Ability to understand, create and manage to a budget.

Evaluation

The Director of Support Service will evaluate the Facilities Manager on an annual basis with three formal quarterly assessments and one yearly review. The evaluations will be determined based upon criteria derived from the position description and goals in place for that calendar year.

Compensation

The hiring range for this role is between \$65,000 and \$85,000 and includes housing in San Pedro or Monrovia as well as a vehicle available for both business and personal use. Greater Los Angeles Scouting has very attractive benefits including healthcare, dental, life and disability insurance as well as generous paid time off and matching 401k program and related retirement benefits.

Greater Los Angeles Scouting is an equal opportunity employer, and we encourage qualified facility management professionals from all backgrounds to apply for this position, You'll likely never be bored, and your work will directly impact the lives of thousands of youth each year.

Please submit your resume and cover letter to Steve Smith at: stesmith@scouting.org

