



## Open Position Posting

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### **Organization Description:**

The Hole in the Wall Gang Camp, founded by Paul Newman, is a nonprofit, year-round center serving more than 25,000 children and families coping with chronic and life threatening illnesses, all completely free of charge. Camp's goal is to ensure that every child with a serious medical condition has the chance to experience the world of possibilities that Camp has to offer. It's a community that celebrates the fun, friendship and spirit of childhood where, according to Mr. Newman, every kid can "raise a little hell".

### **Position Title:**

Assistant Director of Facilities

### **Work Schedule:**

Full-time

### **Location:**

565 Ashford Center Rd.  
Ashford, CT 06278

### **Position Description:**

In conjunction with the Director of Facilities engages in activities involved in the overall operation, maintenance and security of equipment, buildings, grounds and housekeeping, ensuring the cleanliness, good working order, and overall efficient management of all HITWG facilities. Responsible for direct supervision of the buildings and grounds staff.

### **Our Assistant Director of Facilities can expect to...**

- Through positive leadership, demonstrate the core values of the organization
- Schedule, assign and manage tasks and projects to be done by in house staff as well as qualified outside contractors
- React and adjust quickly to changing conditions with timely, practical and cost effective solutions for dealing with issues in collaboration with other departments
- Create and manage a preventative maintenance program for all equipment (camp vehicles, carts, etc), including ordering parts and coordinating with the local garages and part-time camp mechanic.
- Routinely inspect all HITWG camp buildings and equipment to ensure their cleanliness, security, good working order and compliance with all health and safety standards. Responsible for compiling annual building inspections
- Monitor work done by outside contractors for adherence to State and Federal Code Requirements, as well as contract requirements.

- Oversee shipping & receiving for the Camp.
- Oversee all safety inspections (fire extinguishers, emergency lights, exit signs, furnace filters, generators, etc.)
- Support the Facilities Director in all areas including strategic planning and troubleshooting.
- Utilize the facility project management software to assign specific tasks and manage recurring tasks
- Share on-call duties with the Director of Facilities
- Oversee the taking of daily water readings at the pump house and septic dose chambers and enter into Sharepoint database. Closely monitor trends and assist in developing action plans to reduce water usage.
- Collaborate on special projects and perform additional duties as assigned

### **Our Assistant Director of Facilities should have...**

- Five years practical experience and hands on knowledge in areas of construction, carpentry, plumbing, electrical, HVAC, housekeeping, groundskeeping, and general maintenance
- Experience supervising a staff
- Demonstrated experience in managing multiple projects simultaneously with changing priorities and tight deadlines
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Excellent written and verbal communication skills, customer service skills, and organizational skills
- Ability to operate computer and a proficiency in Microsoft Word, Excel, and Outlook. Experience with Facilities software strongly preferred
- Strong project management skills and an ability to troubleshoot and provide solutions
- Ability to work extended hours, including evenings and weekends and on call hours as needed, and to respond to emergencies and any issues that arise.
- Valid driver's license and driving record which meets HITWG insurance carrier requirements. Ability to travel to assigned worksites.
- Ability to work outdoor events in varied weather conditions, traverse varied terrain, and lift and carry materials up to 75 pounds
- Ability to handle power tools and operate machinery

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the link below. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

**[Click Here to Apply](#)**

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.