

Schedule “A”

Long Island Camp

Job Description for position of: Facilities Manager

GENERAL PRIMARY FUNCTIONS:

Under the general supervision of the President of the Friends of Long Island Camp (FOLIC), the Facilities Manager is responsible for the management of FOLIC facilities including but not limited to the management and maintenance of the grounds, equipment and building maintenance, the coordination of all social events, the control of access to the property, the management of all bookings for Wood Hall, the cabins and the trailers, the placement of trailers on site (both seasonal and transient), the management and placement of trailers for winter storage, the maintenance of a computer records system for all bookings, the management and supervision of the swimming program, the operation and management of the Canteen, the direct supervision of part-time employees, the arranging of meetings with contractors, and the remittance of all revenues to the Treasurer of FOLIC.

The Facilities Manager is required to live on **Site** (this refers to the Long Island property) at the residence provided.

The normal work week consists of 40 hours. During the Summer Season (the **Season**), which runs approximately from mid April to mid October, the Facilities Manager is required to work 40 core hours per week as determined by the President, and to be available during the remaining hours. Arrangement for days off during the Season will be made with the approval of the President, always ensuring that someone is available to perform the duties of the Facilities Manager in his absence. Hours worked beyond core hours during the **Season** (the “excess hours”) will be recorded in a computerized system approved by the President and the hours will be compensated by hours in lieu taken during the **Off-Season** (approximately mid October to mid April) with the agreement of the President.

The Facilities Manager must be available to respond to inquiries received via telephone, e-mail, fax or other method, and be reachable by telephone, cellular phone, walkie talkie, or other means. When absent from the office, a visible notice must be placed on the office door as to his whereabouts and, when off the **Site**, must indicate the time of his return.

SPECIFIC DUTIES:

Without limiting the generality of the General Duties, the Specific Duties of the Facilities Manager shall be the following and such further and other specific duties as assigned by the President from time to time.

1. - The Facilities Manager is responsible for all ground maintenance of the Site, which includes the following:

- the mowing of all the lawns, spraying and removal of weeds, the pruning and health of all trees, the maintenance and repair of the rip rap along the shoreline to prevent erosion, and the maintenance and repair of the boat launching slip
- maintaining and repairing the parking lot and all roads and paths by applying gravel as needed, grading, applying calcium to keep the dust down, plowing to keep roadways clear of snow and ice; ensuring all steps, ramps and landings are sanded and kept free and clear of ice and snow
- the cutback and removal of growth in road ditches, along the shoreline, and around all buildings and structures
- the care and safe operation of authorized fire pits, and the curtailing of any unauthorized or unsafe fires on the Site

2. - The Facilities Manager is responsible for the maintenance and repair of all buildings and equipment on the Site, which includes the following:

- the cleaning of all washrooms on a daily basis at minimum during the Season, or more frequently as required, and as required during the Off Season; cleaning of Wood Hall and kitchen facilities, BBQ pit area, recreational courts, gazebo, security hut, machinery, equipment, tools, workshop and machinery shed
- the spring cleaning of each cabin, including cleaning and washing of windows, floors, ceilings, walls, fridges, and furniture, and painting inside and out as required
- spring cleaning of washroom and shower facilities for the cabin and trailer area of the Site (two buildings) by steam cleaning complete interior of buildings, cleaning and disinfecting floors, toilets, showers and basins; cleaning and repairing or replacing damaged toilets, basins, shower curtains, shower heads, faucets, and dispensers; painting of interior walls, ceiling and stalls when required
- major spring cleaning of Wood Hall, which includes the removal and cleaning of all furniture and appliances, stripping of floors and applying new wax, and repairing appliances as required
- in the fall, performing the following duties with regard to the two cottages (the one traditionally occupied by the Treasurer, and the one used for administration): turning off the water, turning off hot water tanks and pressure pumps, draining water from lines and tanks, adding anti-freeze to toilets, sinks, and drains, draining water and adding anti-freeze to laundry machines, setting

- out mouse bait, removing air conditioners and telephones, and locking all doors and windows
- the inspection of every trailer site to ensure all water and electrical services are functioning properly; ensuring a sufficient supply of gravel for proper drainage of each site; pruning of trees to ensure easy and safe access to sites
- inspection of access points to the Site to ensure that the safe movement of recreational vehicles is not unduly impeded and that the hazards which could damage these vehicles are minimized
- the inspection of all fire extinguishers and other safety equipment, and arranging for servicing when required
- the pickup and removal of garbage on a daily basis at a minimum during the Season, or more frequently as required, and as required during the Off Season.
- the minor repair (electrical, carpentry, plumbing) and painting of all buildings, the minor repair of equipment, and the arranging and coordinating of all other repairs; making arrangement with the RCMP garage for the repair of RCMP equipment
- advising the President when repairs or upgrades are needed to Site building and equipment
- the opening, closing, painting and masonry repair of both the wading pool and the large pool, the adding of chemicals as required to ensure proper pH and chlorine levels, the daily testing of the water and followup as required, and the cleaning, backwashing, and repair of the chlorination, pumping and heating systems as required; these activities include draining of water and removal of leaves and debris, acid washing and steam cleaning of pool interiors, slide and ladders, having major repairs done to pool structures, pumps, filters and accessories as necessary, changing of filter sand when required, vacuuming and cleaning of skimmers, installation and removal of ladders and slide, inspection and repairs to interlocking brick, fences, gates, diving board and lifeguard chair, and ensuring that proper safety equipment and bilingual signs are posted. Winterizing activities include draining water down to winter level, plugging all intake and discharge lines, turning off water, draining all water lines, tanks and pumps, draining and blowing out water from pool heater boiler, adding anti-freeze to all lines and pumps, turning off propane and electricity, and locking all gates, panels and doors
- the winterizing of the cabins, washrooms and showers, BBQ pit and waterfront include turning off all hot water tanks and draining, draining and blowing out all water lines, adding anti-freeze to all water lines, toilets, urinals and drains, the turning off of electricity, and the locking off all panels and doors
- the testing of the drinking water throughout the site as suggested or required by the municipality to ensure water quality and safety
- monitoring of the sewage systems and electrical systems to ensure all health and safety standards are adhered to and that all necessary repairs are made
- the inspection of septic and holding tanks for any necessary repairs and pumping as required
- picking up supplies and mail
- ensuring that at the end of the Season, trailer park water and electricity are turned off, and that the trailer park is winterized by draining all water tanks, blowing all water lines, and adding anti-freeze to all toilets, sinks, urinals and drains

3. - The Facilities Manager is responsible for the coordination of all social activities during the Season. These activities include:

- the site draw at the beginning of the Season
- Family Fun Day (also known as Opening Day)
- a minimum of one dinner per month during the Season
- tournaments, draws, and other activities deemed appropriate by the President

These responsibilities may be conducted by volunteers under the supervision of the Facilities Manager and with the consent of the President.

4. - The Facilities Manager is responsible for access control to the Long Island Site. This activity includes:

- ensuring that the guard house and gate are staffed during peak hours during the Season
- ensuring that only authorized individuals are allowed access to the property
- that a computerized record system is maintained of all day visitors to the Camp and that the appropriate fees are collected
- that appropriate action is taken in the event that someone must be denied access to or removed from the property
- providing Site security throughout the year by, but not limited to, conducting routine foot patrols of the grounds, buildings, and recreational vehicle sites, checking windows and doors for forced entry, checking on furnaces, water, hydro, snow and ice buildup on roofs, and responding appropriately to trespassers such as snowmobilers, fishermen, joggers, boaters, sightseers

These responsibilities may be conducted by volunteers under the supervision of the Facilities Manager and with the consent of the President

5. - The Facilities Manager is responsible for all bookings for Wood Hall, the rental of all cabins and cottages, the placing of the trailers of both seasonal and transient campers on the sites, the booking and placing of transient tenters, and the removal of trailers of seasonal campers from the sites and, at the request of the individuals, the placing of trailers in the parking lot in front of Wood Hall for winter storage. These activities include:

- coordinating the recreational, corporate, training, workshop, and meeting use of Wood Hall and the Long Island Site generally
- charging the appropriate fee according to the fee schedule approved by the Executive, unless specifically authorized otherwise by the President
- promoting the corporate and recreational use of the Site
- checking cabins as they are vacated to ensure that they are in proper condition for the new arrivals on Sunday, and checking the kitchen to ensure that all dishes, utensils, and pots and

pans are in their proper location and in usable condition

- ensuring that arriving clients are greeted and welcomed and that departing clients are thanked for coming and invited to return

- the maintenance of a computerized record system for all of the above such that the President can track and analyze each of these activities to determine usage over a given year and from one year to the next, and identify those individuals or groups who have made use the facilities, and the revenue generated

- all the logistics associated with the use of Wood Hall and other areas of the Site (such as the use of the barbecue area, picnic activities). This includes arranging for catering service for clients, and ensuring that telephone lines, computer hook-ups, monitors, screens, VCR and other necessary equipment required for meetings, workshops, retreats, training sessions etc. is available and functioning

- liaison with party and event organizers to ensure they are aware of all rules on the Site, and ensuring that the rules are enforced

- the coordination of the set-up, clean-up, and break-down of all equipment used by clients or caterers (such as tables, chairs, kitchen equipment, sound and lighting systems, outside stages and platforms, bars) and restoring parking and recreational areas

- the coordination and monitoring of the activities of the “Friends of Sports Fishing” on the Site

The Facilities Manager may be assisted in the performance of above duties by volunteers with the consent of the President

- meeting with the RCMP’s Corporate Assets Management Branch (**CAMB**), which controls the Long Island property for the RCMP, and, under the direction of the President, arranging for maintenance and capital work to be performed, and overseeing for the President the work done by CAMB

6. - The Facilities Manager is responsible for the swimming program and the supervision of both the wading pool and the large pool. These duties include:

- the selection, training, supervision and management of the lifeguards

- the swimming programs offered at the pools

The selection, and training of the lifeguards, as well as the swimming programs offered may be delegated to a volunteer with the consent of the President. The supervision and management of the lifeguards, however, remains the responsibility of the Facilities Manager, and cannot be delegated without the express approval of the President.

7. - The Facilities Manager is responsible for the operation and management of the Canteen during the Season. This duty includes the following tasks:

- deciding, in consultation with the President, the hours of operation and what goods will be offered for sale
- the staffing of the canteen and the creation of a duty roster

The Facilities Manager may be assisted by, or delegate this duty to a volunteer with the concurrence of the President.

8. - The Facilities Manager is responsible for the direct supervision and management of all part-time and seasonal employees, unless otherwise specified by the President. Where appropriate, this may include ensuring that a daily work schedule is developed for these workers.

9. - The Facilities Manager is responsible for the following miscellaneous duties:

- obtaining a supply of firewood, cutting and splitting, and keeping the wood boxes on the Site filled during the Season. Volunteers may assist in obtaining the supply.
- providing a list to the President of annual supplies needed to maintain the camp. This duty includes calling suppliers for availability and price quotes, and scheduling delivery dates with the suppliers
- shopping for and picking up supplies, parts, tools and equipment
- closing up and winterizing of all Site systems
- fall cleanup (including flower gardens) and winter preparations
- spring cleanup of Site and cabins, cottages, pavilions, memorial gardens and other garden areas, and all other areas to be used by clients during the Season
- providing scheduled checks of all machinery, mechanical, electrical, water and septic systems on the Site
- ensuring all work performed meets the necessary safety and building codes
- ensuring all chimneys and furnaces are inspected and serviced
- monitoring the shoreline, piers, and boat launch slip to ensure health and safety standards are met
- ensuring all play equipment is maintained for safe use by children, and that recreational supplies (ex. horseshoes, tennis rackets, bats, nets, balls, etc.) are available and in good repair
- removing and storing of boats
- coordinating bike, barbeque and fridge storage for the winter
- raising and leveling trailer sites
- repairing Site furniture and recreational equipment
- developing and maintaining a complete computerized inventory of RCMP and FOLIC assets
- ensuring that all invoices, warranties and other necessary paper work is properly dealt with and filed
- evaluating Long Island's daily and future requirements

- ensuring that all Long Island rules with regard to the pools, animals, parking, alcohol, and boating are followed
- ensuring that handicapped patrons have easy access to washrooms, playground, recreational courts, dining, parking, boating, swimming, and camping
- responding to emergency after hour calls by contacting the appropriate police or fire agency, or the appropriate contractor to carry out heating, electrical, or plumbing repairs as needed

10. - Where work is to be paid for by FOLIC, the Facilities Manager is responsible for arranging to meet and meeting with the contractor, and coordinating the work of the contractor once authorized by the President. These duties include:

- informing the contractor of the location of any hidden obstruction, underground wiring, water or sewage pipe
- ensuring Site patrons are informed of work being performed and are kept safe at all times

11. - The Facilities Manager is responsible for all other duties which the President may, from time to time, deem necessary for the proper operation of the Site.

Val Zanin,
President FOLIC
15 November 2003