Facilities & Maintenance Director - Full Time
The Claggett Center - Adamstown, MD
(15 minute drive from downtown Frederick)

Job Summary
The Maintenance Director shall further the Claggett Center through the stewardship of the Claggett buildings and grounds by providing leadership, executing preventive maintenance and capital improvements, and maintaining grounds and equipment.

What will I be doing?
- Be accountable for the quality, efficiency, and accuracy of the work and staff of the maintenance department.
- Recruit, train, and supervise maintenance staff, including assigning and delegating duties, mentoring staff, and conducting annual performance evaluations.
- Make recommendations and select equipment and materials to be used for projects.
- Assist with the development and monitoring of the maintenance budget. Manage project, staff, and equipment expenses, and keep financial records for department spending.
- Ensure the safety of the maintenance department and facilities for workplace and guest use by maintaining working knowledge of industry standards regarding safety and security. Monitor all relevant legal and regulatory compliance.
- Coordinate and supervise outside contractors to ensure high quality and efficient work.
- Obtain a Pool Operators Certificate and meet any requirements that are set forth to maintain the certification. Serve as the primary pool operator year round.
- Oversee and participate in day to day preventative maintenance and capital improvements.
- Manage and complete “in-house” projects involving carpentry, painting, plumbing, HVAC, and electrical trades in a workmanlike manner.

What are we looking for?
Since being founded in 1952, the Claggett Center has been a vital, life giving center for mission and ministry in the Episcopal Diocese of Maryland and beyond. Today, Claggett continues to be a place set apart, providing space for spiritual renewal, growth, and learning through ministries of hospitality and programming. These continued experiences are a result of our staff staying true to our Vision, Mission, and Values. Specifically, we look for the demonstration of these Values:

- **Sacred Space**: Claggett is a “spiritual oasis” where guests escape from the distractions of daily life, where they are spiritually nourished and refreshed in God’s presence.
- **Open to All**: Claggett offers an environment where all of God’s children feel welcome and honored. Claggett strives to remain physically and financially accessible to all.

www.claggettcenter.org
● **Stewardship of God’s Creation**: Claggett is a responsible steward of all of God’s gifts in order to benefit this generation and the next.

● **Safety – Emotional, Physical and Spiritual**: Claggett is a place of physical, emotional and spiritual safety, where guests and staff feel secure and challenged to “explore new territory.”

● **Faithful to the Gospel of Christ**: Claggett provides Christian hospitality to all guests and is a center for lifelong Christian formation that encourages Christian discipleship by providing programs and opportunities for leadership development for all ages.

In addition, we look for the demonstration of the following key attributes:

- Guest Focused
- Quality Work
- Productivity
- Dependability
- Adaptability
- Sufficient experience in maintenance in a commercial workplace, and/or equivalent trade experience, to provide leadership of the maintenance department
- Proven track record of skills in various trades, such as carpentry, electrical, HVAC, plumbing, and/or landscaping
- Bilingual Spanish is strongly preferred.
- General Contractor and/or Master HVAC License is strongly preferred.

**What will it be like to work at Claggett?**

The Claggett Center is an organization with guest accommodations ranging from hotel style rooms, cottages, historic farmhouses and a four story school house, all set on 200 acres of farmland along the Monocacy River. Claggett has been serving guests, campers, and groups for over 70 years providing a setting and experience that is truly authentic. Our vision, to be a vital (life giving) center for mission and ministry in the Diocese of Maryland and beyond, unites us as a team to create exceptional hospitality experiences through the combination of our beautiful setting and Christian hospitality. Our amazing staff are at the heart of it all.

**Compensation & Benefits**

Position provides a competitive salary commensurate with experience.

This full-time, permanent position includes the following fringe benefits: defined contribution retirement program with employer matching; health and dental coverage, including flexible spending account; paid vacation, personal days, sick leave, and holidays.

**How to Apply**

Email a Cover Letter, Resume, and 3 Professional References to [jobs@claggettcneter.org](mailto:jobs@claggettcneter.org)