Location: Murrumbateman, NSW, Australia

Employment Type: Full Time

**Maintenance Manager**

**Warrambui Retreat and Conference Centre**

**Permanent, Full Time Position**

**WARRAMBUI**

Retreat and Conference Centre

**Maintenance Manager**

Warrambui is a ministry of the Lutheran Church (NSW) with over 40 years experience in Christian hospitality, youth leadership training and camping ministry.

Warrambui exists to provide a centre for Christian camping, conferencing and retreat. Warrambui seeks to provide excellent food and facilities that will meet the needs of our customers, ranging from schools to church and community groups.

Applications are sought for the position of Maintenance Manager.

This position is responsible for maintenance of Warrambui’s buildings, facilities, equipment and grounds including:

* Review, development and implementation of the maintenance program
* Conducting general repairs/maintenance to Warrambui facilities
* Maintenance and operation of water treatment and waste water treatment plants.
* Ensuring areas of required compliance are adhered to, regularly reviewed and updated and that compliance is fully recorded.
* Maintaining motor vehicles, pumps and other equipment.
* Liaising with trades people, and ensuring their tasks are completed to required standards and specifications
* Liaising with suppliers and seeking quotes.
* Developing and overseeing site-based work programs for the Warrambui Work Camp, and for volunteers.
* Maintaining safe work practices and a safe environment for staff, volunteers and guests

We are seeking a person with suitable experience and appropriate qualifications and we are able to offer the successful applicant an immediate start.

The position is a wonderful opportunity to work in a Christian environment. As part of the Warrambui community, this position requires a flexible, open, team player, and someone with a servant heart who is willing to go the extra mile for clients and fellow Warrambui team members.

Applications should include a resume, contact details of two referees and written responses to the selection criteria as outlined in the position description

Warrambui is committed to protecting children, and young and vulnerable people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

Onsite accommodation may be available for the successful candidate and their family. Employment in hospitality, administration or ministry may also be available for the spouse of the successful candidate. A separate selection process applies.

To apply or for more information, including a position description, send an e-mail to operations@warrambui.com.au or call (02) 6220 1000 and ask for Dean or Stephen

Applications close on Monday 30 November 2020.