



Job Title: Site Manager

Department: Program
Reports To: Program Director
FLSA Status: Seasonal Exempt
Location: Cedar Rock Base camp
Supervision: None

Summary:

The Site Manager is responsible for the daily upkeep, maintenance and repair of facilities, grounds and vehicles at the base camp. They will work closely with the Program Director and Program Resource Manager in managing daily tasks and assist with major capital projects that are occurring at the base camp.

Essential Duties and Responsibilities:

Facilities

- Oversee the maintenance of the heating systems. Purchase wood and propane as needed.
- Manage all repairs and maintenance of all structures on base camp.
- Manage the work shop, its upkeep, inventory and security of all tools and supplies.
- Be fiscally responsible with the Maintenance and Repair budget. Track all expenses.
- Organize Work Week projects, and service projects as assigned by the Program Director.

Fire Plan

- Assist in planning and implementing fire drills.
- Maintain smoke detectors, test monthly.
- Oversee annual inspection of fire extinguishers. Maintain records.
- Responsible for the maintenance and upkeep of the base camp fire hydrant system.
- Oversee the maintenance, and testing of the water wells.

Grounds

- Work closely with Program Resources Manager and Land Managers in managing hazardous trees and underbrush clearance around all structures.
- Grade roads on base camp. Is responsible for ordering gravel and other materials in ensuring all roads are draining effectively and have minimal pot holes and wash-boards.

Vehicles and Trailers

- Manage on site maintenance of vehicles and trailers. This will include tire rotation and pressure checks, oil and air filter changes, fluid top-ups. Will coordinate with outside mechanics for all other major maintenance.
- Maintain vehicle records.
- Maintain state inspection and tags. Coordinate with the Program Resource Manager.
- Assist with staff driver training.
- Any other tasks as assigned by the Program Director.

Working Conditions:

- Must be able to lift 75 pounds and participate in vigorous to moderate physical activity.
- Irregular work hours as necessary.

Qualifications:

- Prior experience working in this field of work preferred.
- Good understanding of electrical and plumbing systems.
- Good carpentry skills.
- Ability to drive a tractor.
- Ability to use a variety of power tools, including chain saws.
- Demonstrated ability to work under stressful circumstances.
- Strong leadership skills and the ability to be flexible in response to changing needs.



- Good writing/computer skills and strong communication abilities.
- Cooperative attitude and adaptability a must.
- Understanding of Outward Bound methodology, and the mission of NCOBS.

Compensation and Benefits:

- Per-diem rate based on NCOBS pay matrix for both administrative and site work.
- 5 month contract, based on a minimum of 110 days. April through September annually.
- Access to additional seasonal benefits.
- Pro-purchase.
- Room and board during agreement.

Application Instructions:

Qualified applicants should send a resume and letter of interest to Alyse Ostreicher, 2582 Riceville Road, Asheville, NC 28805 or aostreicher@ncobs.org. This position will stay posted until filled.

North Carolina Outward Bound strives to build a diverse and supportive community. We welcome and respect diversity of background, experience, identity, and opinion in our staff. We embrace people of any race, color, sex, age, socioeconomic class, sexual orientation, national origin, gender identity, ethnicity, religion and family make up.