



**Organization:** Peterkin  
**Location:** Romney, West Virginia  
**Website:** [www.peterkin.org/](http://www.peterkin.org/)  
**Job Title:** Facilities Manager  
**Salary:** \$35,000 - \$50,000  
**Start Date:** 05/18/2026  
**Contact:** [csaxe@wvdiocese.org](mailto:csaxe@wvdiocese.org)

### **Job Description:**

The Peterkin Facilities Manager is responsible for the day to day operations of Peterkin facilities. In addition to the technical skills needed, the successful candidate must place a strong emphasis on fulfilling Peterkin's mission and vision, and exhibit Peterkin's Core Values:

**We are Grounded in Christ:** Our work is grounded in love for God and others. Every activity is an opportunity to Live Under Grace.

**We are Joyfully Committed:** We are dedicated to seeing Peterkin's mission flourish, and ready and willing to serve in whatever capacity is needed.

**We are Good Shepherds:** We are committed to caring for the land and resources, and caring for the hearts and minds of all who enter our gates.

Position will report to the Executive Director, and will supervise seasonal/part-time maintenance employees. Successful candidate will work with the Executive Director and Facilities Advisory Committee to develop and prioritize maintenance, repairs and improvements to facilities.

### ***Duties include, but are not limited to:***

**Water treatment plant:** responsible for successful operation of water treatment plant, including performing daily, quarterly and annual testing, and filing all related reports with regulatory bodies, and working with regulatory bodies to remedy any violations; operating plant equipment, including proper operation of chlorinator and water softener; managing water quality problems such as excess iron and sulfur in the water and hot water tanks; assessing the operation of equipment and prioritizing repairs; and making recommendations for needed maintenance and improvements that improve water quality and/or reduce operating costs.

**Wastewater treatment plant:** responsible for successful operation of the wastewater treatment plant, including performing weekly assessments of plant operation, performing required periodic maintenance to plant equipment, promptly reporting any mis-operations of plant equipment to help prioritize repair funding; performing all required testing and filing of test results with regulatory bodies, and working with regulatory bodies to remedy any violations; and making

recommendations for needed maintenance and improvements that improve water quality and/or reduce operating costs.

**Pool and pool equipment:** responsible for operating pool and associated treatment and filtering equipment, including overseeing annual opening and closing of pool; daily testing and treatment of pool water; addition and adjustment of pool chemicals to maintain proper water chemistry; ensuring daily/weekly cleaning of pool; and making recommendations for needed maintenance and improvements to improve pool operation and/or reduce operating costs.

**Other camp facilities,** including Gravatt Hall, Dining Hall, Director's Cottage, Infirmary, Pavilion, Strider Chapel; Trinity Pavilion, Atkinson, Smith, and Campbell lodges and associated bridge, breezeway, stairs, walkways and decks; Maintenance Shop; Hallelujah Hike site, and Hunter's Meadow pavilion: maintain all systems in buildings, including water, electrical and lighting, fire/smoke alarms, emergency signs and lighting, and all associated equipment; assess condition, perform minor repairs and maintenance, prioritize and recommend repairs and maintenance, and work with Facilities Advisory Committee to identify and prioritize major repairs and improvements.

**Grounds:** maintain grounds including grass-cutting, weeding and weed-trimming, and care of planted areas.

Help to develop productive work items for Work Weekends and other volunteer repair work. Other duties as assigned to maintain daily operation of Peterkin facilities.

**Job Qualifications:**

- Minimum education: High school diploma or equivalent. Technical training desired.
- Prior leadership experience desired.
- Daily presence at Peterkin required.
- Live within a reasonable distance. Within 30 minutes preferred.
- Certification for Water Plant Operation, Wastewater Plant Operation, and Pool Operation, or ability to obtain certifications within three months of being hired is required.
- General knowledge of water, wastewater and plumbing systems, electrical systems, fire alarm systems, construction, and other knowledge to specify, make and direct preventative and corrective maintenance on Peterkin facilities is required.
- Valid driver's license and ability to transport oneself to and from work required.
- Ability to operate all required equipment and machinery required.
- Ability to lift at least fifty pounds is required.