

Warm Beach Christian Camps and Conference Center Ministry Description

Job Title: Technical Lead
Department: Program, The Lights of Christmas
Reports To: The Lights of Christmas Director
Prepared By: Patrick Patterson
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SUMMARY

The purpose of this position is to manage and produce the technical work related to fabrication, repair and installation of lighting and designed sets for *The Lights of Christmas*. This position will occasionally supervise volunteers and seasonal/hourly staff, as well as work with other professional services as needed to accomplish the priorities of the event. This position will also support other capital projects and maintenance needs of the Camp as directed. The person in this position shall, at all times, demonstrate cooperative behavior towards colleagues, guests and supervisors. Regular attendance is essential for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Project Management

- a. Coordinate with *The Lights of Christmas* Design Team and direct supervisor on project priorities.
- b. Identify the best way to accomplish projects, present ideas and solutions; and implement approved projects.
- c. Work productively with other vendors, volunteers, and assigned staff to accomplish projects.

2. Fabrication, Construction - Oversee and accomplish, both personally and through volunteers, vendors and assigned staff:

- a. Annual testing of lights
- b. Repair of lighted elements
- c. Creation of new lighted elements
- d. Support the Design Team in researching and recommending new technology, products and methods that enhance the overall event.
- e. Sets and scenes

3. Supervision

- a. As assigned, effectively supervise crews of staff and volunteers assigned to projects or production.
- b. As needed, supervise lead lights installation position and the work of the installation team.
- c. Carry out all supervisory responsibilities according to the standards and procedures of WBC.
- d. Strive to create a high-performing team.
- e. Emphasize safety in all aspects of work.

4. Other Projects and Maintenance

- a. Assist with capital construction projects as needed and assigned.
- b. Assist with other maintenance projects as needed and assigned.
- c. Assist with facility emergencies.

5. Other

- a. Maintain equipment in safe, working order.
- b. Responsibly care for vehicles assigned for work.
- c. Conduct work in harmony with WBC Accident Prevention Plan and best safety practices.
- d. Maintain storage areas in shop yard in clean and orderly fashion.
- e. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Periodically supervises up to 10 seasonal/hourly employees and/or volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Appropriately delegates responsibilities to others such that they can achieve their potential en route to accomplishing the goals of the ministry.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

1. Has a sincere love for the Lord and a commitment to the Lordship of Christ in every area of life.
2. Willingly supports the philosophy and goals of WBC in attitude, speech and action.
3. Possesses strong problem-solving skills.
4. Has an understanding of electrical systems, wiring and basic lighting technology.
5. Has the ability to fabricate with metal and wood, following designs or drawings.
6. Is a self-starter and follows through with excellent attention to detail.
7. Has a strong desire to learn, improve, and help the overall event to excel.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must have demonstrated trade skill ability and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to convey plans and procedures to others, communicate technical information, and give detailed instruction.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License, First aid and CPR Certifications. Preferred: Forklift training, welding certification.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

MINISTRY STATEMENT

Warm Beach Camps and Conference Center provides Christ-centered environments, experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the cross."

CLASSIFICATION

This is a year round position, and may be full-time or part-time, depending on the needs of the Camp.