

GLENSHIRE DEVONSHIRE RESIDENTS ASSOCIATION FACILITIES MANAGER POSITION

GENERAL DESCRIPTION: Glenshire Devonshire Residents Association is seeking a hardworking positive individual with good work ethics and people skills to fill the position of full time, year-round, Facilities Manager 32 - 40 hours/week - flexible). Ideal candidate will have experience in construction, landscaping, pool, maintenance, fire safety and environmental impact of land use. Computer knowledge and office skills desired.

The specifications for this position include:

Required

- Ability to interact with Glenshire Devonshire Residents Association (GDRA) Board, members and staff in a positive manner.
- Ability to collaborate with experts in varying fields, Town of Truckee staff and others in a professional and respectful manner.
- Ability to maintain accurate records and reports for submission to GDRA Management and Board, and attend board and other meetings as necessary.
- Ability to communicate Association rules and regulations to general public.
- Ability to plan for future operation of GDRA facilities.
- Ability to hire, train, supervise, evaluate and mentor GDRA pool and maintenance staff.
- Ability to work with outside independent contractors to obtain competitive bids with scope of work needed and to oversee performance of same to ensure standards and compliance.
- Basic computer and internet knowledge.
- Able to operate small power equipment and basic tools safely.
- Must report to work on time and be dependable (typically between 8am - 6pm).
- Have reliable transportation available for all weather conditions.
- Ability to respond to emergency situations on days off, as need arises.
- Construction, Landscape, Pool and Maintenance experience is desired. Minimum strong background in at least the majority of these areas with ability to train in all.

Preferred

- Strong pool experience. Certified Pool Operations Certification (CPO) will be required. Cost to maintain will be covered by the Association during employment.
- Intermediate to advanced computer skills or ability to learn a plus.
- Glenshire/Truckee residency preferred.

Wage/Salary: DOE.

Health/Dental benefits, Retirement, Vacation and Sick time accrued.

Send Resume and References to lori@glenshiredevonshire.com / 15726 Glenshire Drive, Truckee, CA 96161

Inquiries: 530.587.6202

Glenshire Devonshire Residents Association (GDRA)

2021 Facilities Manager Job Description

This is a full time, at will, exempt position Monday through Friday and occasional weekend days, at 32 to 40 hours per week - flexible, either four or five days per week (TBD). Normal association hours are between 8 AM and 6 PM.

The Facility Manager's primary responsibility, with the approval and direction of the GDRA Board (GDRAB) and Operations Manager, is to help protect and enhance the quality of life and property in Glenshire Devonshire, and to carry out all of the duties as outlined below. This is done by participating in important decisions and taking actions that support a connected and healthy life for Association Residents.

The Facility Manager duties/decisions will be performed to reflect the GDRAB Guiding Principles:

- Maintain all amenities to at least current standards
- Improve Safety
- Protect our natural environment
- Promote healthy living and connectivity
- Foster an engaged, connected membership
- Encourage a diverse community that supports the current quality of life

DUTIES:

Maintenance of all Common Areas / Facilities

- A. Responsible for all aspects of Common Space/Facilities maintenance on behalf of the GDRAB and members.
 - Maintain safety standards and working operations of all common areas/facilities, either performing work needed or by oversight of any service providers and/or staff.
 - Regular maintenance items include but are not limited to:
Landscaping / irrigation / carpentry / repairs / boardwalks / snow removal
- B. Ensure all work is within budget and scope as appropriate to project within defined parameters.
 - Work with Operations Manager and GDRAB in evaluating recommended facility changes/improvements.
 - Ensure all contracts are competitive and performed to specifications in a timely manner with required insurance and permits as needed.
 - Inform Operations Manager and Board in advance of forecasted budget overruns with options to mitigate financial damages as needed.
- C. Implement effective preventative maintenance schedule
- D. Participate in expense forecasting and future budgets related to Facilities
- E. Maintain facility safety books and logs

- F. Ensure all state and local regulations are adhered to pertaining to all common areas and facilities
- G. Make recommendations to GDRAB about how to best utilize available resources and Best Practice Measures for situations pertaining to common areas/facilities as needed.
- H. Other duties as needed

Improvements and Upgrades to Common Areas / Facilities

- A. Recommend new or upgrading of Facilities when:
 - Financially viable
 - Supported by members
 - Impacts to nature and community are minimal
 - The Facilities manager and staff have solicited members' input about significant upgrades.
- B. Participate in GDRA annual reserve study by:
 - Performing annual review study in cooperation with Operations Manager
 - Obtaining updated quotes
 - Making suggestions to GDRAB as needed
- C. Follow GDRAB approved Capital Improvements schedule
- D. Help organize and participate in any committees / partnerships necessary for the ongoing activities of GDRA and Board priorities in the maintenance or improvement of common open space areas as directed by the board
- E. Other duties as needed

Pool Operations

- A. Oversee all facets of pool operations and staff ensuring safety and maintenance requirements are met or exceeded.
 - Maintain current Certified Pool Operation (CPO) certification.
 - Oversee or perform troubleshooting of all pool mechanisms and chemical levels. This includes supervision and training of pool staff in performing necessary and preventative maintenance as needed.
 - Maintain or oversee pool safety books and logs
 - Hire, train and oversee pool management staff in all facets of pool personnel management.
 - Ensure all employees are in compliance with state and local regulations.
 - Be on call and respond to any foreseeable emergency within 30 minutes
- B. Other duties as needed.

GDRA Events/Meetings

- A. Be involved with all GDRA events.
- B. Attend and report at all GDRAB meetings.
 - Provide pertinent information on all matters pertaining to common areas/facilities, pool operations, Design Review Committee (DRC) and inspections. Work with Operations Manager in providing information for board member meeting packets.
- C. Other duties as needed

Property Inspections

- A. Help manage inspections process on behalf of GDRAB and membership
 - Stay up to date on all facets of Design Rules and CC&Rs.
 - Inspect member properties and advise members, staff and DRC as needed.
 - Attend DRC meetings and follow-up as needed.
 - Work with GDRA staff to ensure the timely performance of all inspections, paperwork, applications and follow-up letters. Ensure positive interactions with members.
 - Work with Operations Manager on all member related issues on inspections and positive interactions with members as needed.
 - Report to GDRAB on inspections at board meetings, noticing members of such meetings as needed.
- B. Other duties as needed.

Community Outreach

- A. Assist Board and GDRA staff with outreach pertaining to GDRA common areas, facilities and inspections.
- B. Other efforts as needed.

Office

- A. Have knowledge of office protocol and equipment in order to assist office staff as needed.
- B. Provide quality customer service by positive interaction with members and others in all situations.
- C. Assist with phones, walk-ins and other duties as needed.

Supervision

Reports directly to and receives direction from the Operations Manager and/or General Manager.

GDRA Common Areas / Facilities Include:

- A. Clubhouse/Office
- B. Clubhouse Grounds
- C. Common Space
- D. Dumpster
- E. Fencing
- F. Gazebo
- G. Lake
- H. Lake Trail
- I. Maintenance/Pool Building
- J. Parking Lots
- K. Playground/Swings/Tetherball
- L. Pool
- M. Signage
- N. Tennis / Pickle Ball / Basketball Courts

Facility Manager Job Qualifications:

- A. Ability to interact with the GDRAB, members, and collaborate with experts, Town personnel, staff, and others in a professional and respectful manner.
- B. Ability to maintain accurate records and reports for submission to Operations Manager as required
- C. Ability to communicate Association rules and regulations to members and others
- D. Ability to plan for the future operation of all GDRA facilities
- E. Ability to hire, train, supervise, evaluate, and mentor all GDRA pool and maintenance staff
- F. Ability to work with outside independent contractors to obtain competitive bids within scope of work and oversee performance to ensure standards and compliance.
- G. Certified Pool Operations Certification (CPO) will be required and cost covered by GDRA
- H. Computer and internet knowledge
- I. Construction/Landscape/Pool experience & knowledge
- J. Environmental experience & knowledge desired