



GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION
("GDRA" or "Association")
JOB DESCRIPTION

Job Title: Facilities Manager

Work Location: 15726 Glenshire Drive, Truckee, CA / Glenshire Community

Division/Department: Facilities

Reports to: GDRA's Operations Manager

Supervises: Facilities Assistant(s)

Full-time
☐ **Part-time/seasonal**

☐ **Exempt**
Nonexempt

This is a full-time, year-round, position. Normal business hours at GDRA are between 8 AM and 6 PM Monday through Friday. During summer months operating hours are extended to 7:30am to 7:30pm daily. The position is anticipated to work between 32-40 hours per week, and the anticipated schedule will be Monday to Friday between 8:00 am and 6:00 pm, with flex-time and with some weekends during Summer months. There will be a minimum introductory orientation period of one month. However, employment at GDRA is "at-will" which means that GDRA or the employee may terminate the employment relationship at any time with or without notice, and with or without cause.

Summary Re: Purpose of Position:

Under the supervision of the Operations Manager and other GDRA Management, as appropriate, the Facilities Manager is responsible for maintaining GDRA Facilities and Community Standards. Daily responsibilities are focused on activities to help protect and enhance the quality of life and property in Glenshire/Devonshire.

In addition, the Facilities Manager prepares documentation such as reports and correspondence, attends meetings, assists with owner communications and events, and other office duties as necessary.

The Facilities Manager duties/decisions will be performed to reflect the GDRA Guiding Principles:

- ✓ Maintain and improve all common areas and facilities.
- ✓ Maintain and improve safety.
- ✓ Protect the Association's natural environment.
- ✓ Promote healthy living and connectivity.
- ✓ Foster an engaged, connected membership.
- ✓ Encourage a diverse community that supports the current quality of life at GDRA.

GDRA Common Areas / Facilities Include:

- | | |
|---------------------|-------------------------------------|
| o Clubhouse/Office | o Maintenance/Pool Building |
| o Clubhouse Grounds | o Parking Lots |
| o Common Areas | o Playground/Swings/Tetherball |
| o Dumpster | o Swimming Pool |
| o Fencing | o Signage |
| o Gazebo | o Tennis / Pickle Ball / Basketball |
| o Lake | Courts |
| o Lake Trail | |

Essential Duties and Responsibilities:

Essential Job Tasks:	Performance:
FACILITIES MANAGEMENT	
<ul style="list-style-type: none"> Responsible for working with the Operations Manager and other association staff members in maintaining and managing all aspects of the GDRA facilities and some aspects of common areas by performing the work, assigning out to staff members or contracting as needed. Ongoing duties include maintenance and general small repairs (i.e., irrigations system repairs, snow removal, pool deck maintenance, garbage collection & disposal, fence repairs, small leaks repair, lawn mowing, etc.). 	
<ul style="list-style-type: none"> Ensure all areas within the GDRA adhere to the community standards as defined by the governing documents. 	
<ul style="list-style-type: none"> Manage and track work orders for repairs. Schedule routine and preventative inspections (fire extinguisher, emergency lighting, filters, repair, pool testing, etc.). Maintain tools and equipment in a safe and operational condition. 	
<ul style="list-style-type: none"> Coordinate inspections and complete reporting related to facilities (CERS, TFD). Maintain accurate records of inspections performed. Prepare correspondence and notices according to office procedures including additional documentation as needed. 	
<ul style="list-style-type: none"> Assist with the review and update of the safety and facility aspects of the IIPP. 	
<ul style="list-style-type: none"> Coordinate safety related to chemicals used in the GDRA operation and compliance with OSHA. 	
<ul style="list-style-type: none"> Collaborate to create, update and implement standard operation procedures, best practices and checklists for the maintenance department. 	
<ul style="list-style-type: none"> Monitor Lake water quantity and quality and assist with Lake heath related activities. 	
<ul style="list-style-type: none"> Identify & evaluate risks, create & implement risk management strategies and monitor. 	
<ul style="list-style-type: none"> Manage and supervise the work of assigned staff members. Assist in training, guiding and monitoring team activities, providing support and assisting them in being efficient, productive and effective. 	
<ul style="list-style-type: none"> Provide clear direction to team members on their job description, roles and responsibilities by performing job evaluations (quarterly or more as needed) to monitor and provide feedback on performance. 	
<ul style="list-style-type: none"> Act as the Project Manager on construction/remodel/reserve replacement/capital improvement projects: manage the bidding process, consolidate project details for Operations Manager and/or Board Members approval, maintain project schedule, manage the project budget and provide direction to vendor or staff working on site. 	
<ul style="list-style-type: none"> Coordinate the acquisition, installation, service and maintenance of building and office equipment including computers, phones, modems, routers, security systems, AV systems etc. 	
<ul style="list-style-type: none"> 	
COMMUNITY STANDARDS, PARTNERSHIPS AND COMMUNITY EDUCATION	
<ul style="list-style-type: none"> Maintain a current and working knowledge of Nevada County and Town of Truckee ordinances. 	
<ul style="list-style-type: none"> Maintain a current and working knowledge of GDRA, procedures including Covenants, Conditions and Restrictions, Rules, Policies and Procedures and Restrictions. 	
<ul style="list-style-type: none"> Assist with the Design Review process: Conduct pre-inspections; identify recommendations and applicable Rules/CCRs; prepare agendas and be of support during DRC meeting; Conduct site inspections after homeowner projects have been completed. 	
<ul style="list-style-type: none"> Assist GDRA staff with the delivery of facilities community standards education and outreach information. 	
<ul style="list-style-type: none"> Assist with Firewise certificate renewal, programs and communications: Perform defensible space inspections and common area fuel reductions; Assist with the oversight of Defensible space staff; Assist the Firewise Committee and Annual Workshop event. 	
<ul style="list-style-type: none"> Coordinate and interface as needed with GDRA Vegetation Management Coordinator and Truckee Fire Protection District Fire Prevention Specialist. 	
ADMINISTRATIVE	
<ul style="list-style-type: none"> Maintain all files, tickler systems and records required by the Inspection office procedures. Coordinate the cross referencing of records and files in accordance with the Association's record management plan. 	
<ul style="list-style-type: none"> Assist in annual budget preparation and reserve study review. 	
<ul style="list-style-type: none"> Assist with compiling materials for Board Executive Session packets. 	
<ul style="list-style-type: none"> Assist with inspection, documentation and determination of compliant/non-compliant items. 	
<ul style="list-style-type: none"> Perform related duties as assigned by manager. 	
Total Score (Job Specific):	

General Expectations for All GDRA Staff Members:	Performance:
■ Maintain regular and punctual attendance as scheduled.	
■ Communicate and engage with others in a professional manner and with respect.	
■ Maintain compliance with GDRA policies and procedures.	
■ Maintain a positive attitude and provide exemplary customer/client service even while working under pressure to meet deadlines.	
■ Be a good team player who collaborates openly and maintains positive relationships with coworkers.	
■ Participate in employee trainings and staff meetings as required.	
■ Comply with all GDRA safety policies and be always safety conscience, including but not limited to, wearing personal protective equipment (PPE) when required, and operating all machinery safely and pursuant to safety instructions.	
Total Score (General Expectations):	

Because of the fluctuating demands of the company's operation, it may be necessary that each employee perform a multitude of different functions. Therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks, not specifically addressed above.

Essential Physical Requirements of Position:

- The employee must be able to regularly communicate orally and in writing.
- The employee will frequently be required to stand and/or remain stationary for extended periods of time.
- The employee will be required to use their hands and fingers to grasp handles or feel.
- The employee is frequently required to reach with hands and arms; ascend, descend or balance; and position self to access files/equipment, etc.
- The employee will be required to regularly walk, kneel, crouch, climb, or crawl.
- The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee will be required to perform repetitive tasks.

****NOTE:** If an applicant or employee has a qualifying disability or medical condition that affects his/her ability to perform the essential duties and requirements of this position, the individual should promptly advise the Operations Manager and the Association will engage in the interactive process with the individual to determine if a reasonable accommodation exists to help him/her perform the essential duties and requirements and, if so, whether it can be provided by the Association without creating an undue hardship for GDRA. The Association may require medical documentation supporting from the individual's health care provider to support a request for reasonable accommodation.

Working Conditions:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions and unmarked obstacles on the ground. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Education, Work Experience, Qualifications:

- Strong project management experience required, including RFP process.
- Construction/Landscape experience and knowledge desired.
- Experience with reading maps and blueprints highly desired.
- Working knowledge of how a HOA functions or previous experience within a HOA is strongly preferred.
- 5+ years of commercial pool and pool equipment maintenance experience required. Certified Pool Operations (CPO) certification will be required, cost to maintain covered by GDRA.
- Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications required.
- Possession of a valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.
- OSHA certified or ability to complete certification required (cost to maintain covered by GDRA)

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, safety regulations and governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to follow oral and written directions, keep accurate records, fill out logs and inspection forms, and perform other similar administrative functions.
- Ability to calculate figures and amounts such as proportions, percentages and area. Knowledge of applying basic concepts of basic algebra and geometry, or ability to learn.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work under pressure and meet deadlines, as well as prioritize time effectively.
- Ability to interact with others in a professional and respectful manner.
- Ability to properly dress for the position.
- Proficiency in speaking and writing in English for the safe and efficient operation of the Association because this position will regularly interface with owners and visitors of the Association and will also need to respond to emergency maintenance situations requiring prompt and clear communication to resolve maintenance issues.
- Good judgment and the ability to determine when it is appropriate to involve another manager for problem resolution.
- Basic computer and internet knowledge.
- Ability to use hand and power tools.
- Ability to think and work independently as well as part of a team.

Job Description Reviewed & Approved on: _____	Signature of Facilities Manager: _____				
Job Description Received and Reviewed by Employee on: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Employee's Name:</td> <td style="width: 50%;">Employee Signature:</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table> <p><i>By my signature, I confirm that I received, read and understand the job description and job requirements for the Facilities Assistant position. I understand that my performance will be measured in part by the satisfactory adherence to the job tasks described in this document.</i></p>	Employee's Name:	Employee Signature:	_____	_____
Employee's Name:	Employee Signature:				
_____	_____				