



**The Glenshire/Devonshire Residents' Association  
Facilities Manager Job Announcement  
(Truckee, CA)**

**Posting Date: 2/10/2022**

GDRA is seeking a full-time Facilities Manager who is highly motivated and a self-starter with the ability to perform maintenance and repair tasks himself/herself as well as supervise other staff to carry out assignments.

The successful candidate will be 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 and include a wide range of simple and complex, technical and administrative tasks within the areas of facilities maintenance, defensible space, architectural/design review, community outreach and general administration.

The ideal candidate possesses working experience in construction, landscape, facilities maintenance, commercial pool & pool equipment maintenance, project management, HOA operations, map/blueprint reading and staff supervision.

**Estimated start date:** Spring 2023

**Job Title:** Facilities Manager  
**Status:** Non-exempt/Full-time/Year-round  
**Pay Range:** \$33.65 - \$50.00/hr. (DOE)  
**Shift:** 32-40 hrs/week, with flex-time. Regular hours are Monday through Friday with occasional weekends. To help foster employee work efficiency and quality of life, we encourage a 32 hour work week as the workload allows and daily responsibilities are managed.  
**Location:** Supporting our membership in person is a priority however, some communication and duties may occur remotely.

**Benefits:**

- Personal Time Off (PTO) 2 weeks per year to start
- Retirement matching up to 3%
- Health Stipend for Medical/Dental/Vision
- Flex-time
- Use of Amenities

**MINIMUM QUALIFICATIONS**

- Strong project management experience including RFP process
- Construction/Landscape experience and knowledge
- Experience with reading maps and blueprints
- Working knowledge of how a HOA functions or previous experience within a HOA
- 5+ years of commercial pool & pool equipment maintenance experience. Certified Pool Operations (CPO) certification
- OSHA certified or ability to complete certification
- Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications
- Possession of a valid Class C Driver License or ability to obtain one

#### Facilities/Community Standards Manager Job Description

To apply, please complete a [Glenshire/Devonshire Employment Application](#). A resume may be submitted together with an application but will not be accepted in place of the required application. Additionally, an introductory letter or cover letter is also required. Applications will be accepted through **Friday, February 24th**.

You may email your completed application and cover letter to [info@glenshiredevonshire.com](mailto:info@glenshiredevonshire.com) or mail to 15626 Glenshire Drive, Truckee, CA 96161. For questions, please call 530-582-6202.

GDRA is an equal opportunity employer.