



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

JOB DESCRIPTION

Job Title: Community Standards / Facilities Coordinator

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

Division/Department: Facilities

Reports to: GDRA Manager

Supervises: Aquatics Coordinator (Summer Only) and Maintenance Assistant(s) (year-round)

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 the 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 7:00 am and 7:30 pm, with flextime 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.

Position Summary:

Under the supervision of the GDRA Manager, the Community Standards / Facilities Coordinator is responsible for maintaining the GDRA amenities, 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 Community Standards / Facilities Manager prepares documentation such as reports and correspondence, attends meetings, assists with owner communications and events, and other office duties as necessary.

GDRA Common Areas / Facilities Include: Clubhouse/Office, Clubhouse Grounds, Common Areas, Gazebo, Lake / Lake Trail, Maintenance/Pool Building, Swimming Pool, Playground/Swings/Tetherball, Tennis / Pickle Ball / Basketball Courts, Parking Lots, Fencing, Dumpster, Signage

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.

General Expectations for All GDRA Staff Members:

- 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.
- Be a good team player who collaborates openly and maintains positive relationships with coworkers.
- Participate in employee training and staff meetings as required.
- Comply with all GDRA safety policies and always be conscience, including but not limited to, wearing personal protective equipment (PPE) when required, and operating all machinery safely and pursuant to safety instructions.

Essential Duties and Responsibilities:

FACILITIES MANAGEMENT

- Responsible for managing all aspects of the GDRA facilities and some aspects of common areas by performing the work or assigning duties to staff members/contractors as needed. Ongoing duties include maintenance and general small repairs.
- Manage and track work orders for repairs. Schedule routine and preventative inspections. Maintain tools and equipment in a safe and operational condition.
- Coordinate inspections and complete reporting related to facilities. Maintain accurate records of inspections performed.
- Assist with the review and update of the safety and facility aspects of the IIPP.
- Coordinate safety related to chemicals used in the GDRA operation and compliance with OSHA.
- Collaborate to create, update and implement standard operation procedures, best practices and checklists for the maintenance department.
- Monitor Lake water quantity and quality and assist with Lake health related activities.
- Identify & evaluate risks; assist with implementation of risk management strategies to mitigate those risks.
- Monitor utility consumption and implement processes to optimize usage.
- Maintain files, logs, manuals and records related to facilities maintenance.
- 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.
- Provide clear direction to team members on their job duties, roles and responsibilities and conduct job evaluations to monitor and provide feedback on performance.
- Act as the Project Manager on construction/remodel/reserve replacement/capital improvement projects: manage the bidding process, consolidate project details for manager and/or Board Members approval, maintain project schedule, manage the project budget and provide direction to vendors/staff working on site.
- Create and submit RFPs for manager and/or Board approval.
- Coordinate the acquisition, installation, service and maintenance of building and office equipment including computers, phones, modems, routers, security systems, AV systems etc.

COMMUNITY STANDARDS, PARTNERSHIPS AND COMMUNITY EDUCATION

- Maintain current and working knowledge of GDRA CC&Rs, Rules, policies, procedures and best practices.
- Ensure all facilities within GDRA adhere to community standards.
- Assist with the delivery of community standards education and outreach information.
- Ensure productive inspection workflow and communication with homeowners regarding inspectable items.
- Assist with the Design Review process: Conduct pre-inspections; review applications for accuracy, identify recommendations and applicable Rules/CCRs; attend DRC meetings; Conduct site inspections after homeowner projects have been completed.
- 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.
- Assist property owners and contractors in achieving compliance with GDRA Defensible Space Policy/Program.
- Coordinate and interface as needed with GDRA Vegetation Management Coordinator and Truckee Fire Protection District Fire Prevention Specialist.

POOL OPERATIONS (Summer months only)

- Oversee pool chemicals, daily maintenance log, pool equipment, covers, pool deck/ furniture and bathrooms/pass office cleanliness.
- Supervise the Aquatics Team and verify proper procedures are followed. Provide clear direction to team members on their job duties, roles and responsibilities and conduct job evaluations to monitor and provide feedback on performance.
- Assist in opening and/or closing process as needed.

ADMINISTRATIVE

- Prepare correspondence and notices according to office procedures.
- Assist General Manager with annual budget preparation and reserve study review.
- Assist with compiling materials for Board Executive Session packets to the GDRA amenities and grounds.
- Assist with inspection, documentation and determination of compliant/non-compliant items.

Because of the fluctuating demands of the Association's operation, it may be necessary that 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. It is expected to perform other duties not specifically addressed above as needed.

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 General 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:

- Project management experience required, including RFP process.
- Experience and knowledge in construction, landscape, and reading maps/blueprints highly desired.
- Working knowledge of how a HOA functions or previous experience within a HOA is strongly preferred.
- Commercial pool and pool equipment maintenance experience required. Certified Pool Operations (CPO) certification or ability to obtain one within 90 days of hire required (cost of certification covered by GDRA)
- Current Cardiopulmonary Resuscitation (CPR) & First Aid certification or ability to obtain one within 30 days of hire required.
- Possession of a valid Class C Driver License.
- OSHA certified or ability to complete certification required (cost of certification covered by GDRA)
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, safety regulations and governmental regulations.
- Ability to write electronic 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 effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts, to apply concepts of algebra and geometry, and to solve practical problems where only limited standardization exists.
- 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.
- Proficiency in speaking, reading and writing in English for the safe and efficient operation of the Association.
- Good judgment and the ability to determine when it is appropriate to involve another manager for problem resolution.
- 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 GDRA Manager:

_____	_____
Job Description Received and Reviewed by Employee on: _____ _____	Employee's Name: _____ Employee Signature: _____ _____
	<i>By my signature, I confirm that I received, read and understand the job description and job requirements for the Community Standards/Maintenance Coordinator position. I understand that my performance will be measured in part by the satisfactory adherence to the job tasks described in this document.</i>