Property Manager

Position Summary

The Property Manager serves as a key leadership team member and is the decision maker for property, facility, and equipment decisions affecting Lakeside. In partnership with the Camp Director s/he is responsible for overseeing all responsibilities of the property and making decisions that are best for Lakeside and all who come to experience our ministry.

Requirements

* At least 21 years of age with a good driving record
* 2 seasons of summer camp/hospitality experience preferred
* Basic computer knowledge and abilities
* Initiative driven to efficiently resolve problems
* Communicate with and guide volunteer groups of all ages
* Supervise seasonal property team members
* Mechanical knowledge and ability or aptitude to learn
* General Maintenance experience including janitorial, general repair, light carpentry, plumbing, HVAC, small appliances, and electrical
* Ability to understand and follow written and verbal instructions
* Ability to perform manual labor for extended periods of time under adverse weather conditions, as needed
* Must be able to kneel, squat, climb stairs, move up and down ladders and walk on uneven terrain
* Must be able to lift 50+ pounds
* Be able to pass a background check
* Must have knowledge and skills in the safe use and maintenance of the following:
  + Hand Tools: various wrenches, screwdrivers, hammers, snips, saws, pliers, and other basic tools
  + Power Tools: drills, grinders, sanders, saws, etc
  + Use of Moving Aids: wheelbarrows, dollies, hand trucks, buckets, hoist, jacks, ladders, etc.
  + Mechanical Equipment: small electrical/gas motors, pumps, air compressors, blowers, power augers, etc
  + Measuring Devices: testing equipment, voltmeters, ohmmeters, chemical testing kits, etc
  + Heavy Machinery: bobcat, tractor, small excavator, snow removal equipment, etc

Responsibilities: Invested in preservation and upkeep of Lakeside

Grounds

* Forestry work
* Tree cutting
* Digging
* Weed whacking/spraying
* Road/Trail maintenance
* Splitting, stacking, and distributing Firewood
* Landscaping – Watering, planting, transplanting, and clearing trees
* Assure all service requests are completed in a timely manner
* Accurately document safety concerns/damages with proposals to fix issues
* Be a good steward of our resources and land
* Oversee the pool and ensure quality and safety standards are met.

Buildings

* Basic plumbing/electrical
* Painting
* Maintenance and repairs as needed
* Basic HVAC
* Construction
* Demolition
* Cleaning
* Assure all maintenance requests are completed in a timely manner
* Inspect property daily, preform regular building checks to upkeep all buildings
* Make recommendations for rebuilds, renovations, or replacing furniture and appliances as needed
* Contact outside professionals as needed.

Equipment

* Schedule equipment services, or preform service yearly
* Keep equipment cleaned and ready to use
* Preform repairs as needed
* Regularly use equipment so they do not sit
* Make recommendations for new purchases

Personnel

* Recruit, train, schedule, and supervise all property staff
* Actively participate in staff meetings
* Teach and oversee staff and volunteers
* Work with volunteers to complete projects safely and efficient
* Request bids from multiple contractors for each project to find the best option
* Oversee and coordinate with all contractors, venders, and 3rd parties related to property

Administrative

* Maintain an ongoing list of needs with dollar amounts so camp can budget accordingly
* Send thank you letters to volunteers and donors that assist with property
* Maintain records of expenses for work, travel, and business within property budget
* Prepare an annual budget request
* Write reports for board meeting and the annual meeting
* Be an active participant in and ensure implementation of LLC strategic plan
* Write and update policies
* Assist with development and outreach with congregations, campers, alumni, donors, and volunteers in the off season
* Oversee the Property Committee

Anything other tasks that may be needed related to grounds, facilities, equipment, pool, or volunteers for the betterment of Lakeside.

Working Conditions

* Working in indoor environments and outdoor field/woods environment.
* Will periodically require weekend, holiday, and evening hours.
* Will be preforming outside work in all kids of weather conditions.
* Will be operating equipment having varying degrees of noise levels and vibrations.

Benefits and Compensation

* Generous PTO and Holidays
* Camp truck for work related travel/onsite use
* Work Computer
* Competitive Salary
* Medical/Dental/Vision/Life Insurance/401B

Your signature indicates that you have reviewed the position description with the Camp Director and understand the duties and responsibilities of this position. Your signature represents your agreement to complete all expected duties outlined in this job description to the best of your ability.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date

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Camp Director