

Camp Wonderful

Job Description

Job Title: **Property Manager**
Incumbent:
Classification: ***Exempt (Full-Time, Year-Round)***
Reports to: *The position generally would report to the Camp Director although in some organizations this position may report to the Executive Director and may be considered at a level even with the Camp Director.*

Position Purpose:

Plan and coordinate the development, maintenance, and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

1. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
 - ♦ Oversee the purchase, use, and care of all maintenance equipment and supplies.
 - ♦ Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, etc.
 - ♦ Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
 - ♦ Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
2. Hire, supervise, and coordinate staff engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
 - ♦ Hire and train seasonal maintenance staff.
 - ♦ Train camp staff in their maintenance responsibilities.
 - ♦ Train and supervise camp staff in the use of camp equipment including maintenance and program equipment as appropriate.
 - ♦ Plan and assign work projects and schedules to maintenance staff.
 - ♦ Supervise work, review assignments and effectiveness of maintenance staff.
 - ♦ Evaluate individual performance.
3. Prepare annual budget in consultation with supervisor and appropriate committees.
 - ♦ Monitor expenditures to ensure compliance with the budget.
 - ♦ Purchase equipment and supplies; maintain appropriate records and inventory.
4. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Respond to emergencies on physical plant and site.
 - ♦ Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
 - ♦ Conduct initial and end-of-season inventory.
 - ♦ Store equipment for safety.
 - ♦ Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate as a member of the camp management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of campers and the camp mission.
- ♦ Assist in the long range planning for the camp and agency.
- ♦ Assist in representing the camp to local businesses and other related camp groups.

Relationships:

The Property Manager is responsible for representing the camp in maintaining its relationship with regulatory agencies, other consultants, and local vendors.

Many seasonal camp staff positions have direct relationships with the property manager in terms of facility and equipment. It is essential to outline the terms of the relationship so that each person's responsibilities are clearly articulated. Most often the health care and emergency plan outlines the relationship of the role of the property manager for emergency management and care.

Equipment Used:

Identify the specific equipment, facilities, and varying grounds at the camp, which will be the responsibility of this position.

Qualifications *(Minimum Qualifications and Experience)*

- ♦ A high school diploma or its equivalent, plus two years of experience in the following areas: human relations and supervision for hiring, training, and scheduling of staff, budget development, facility and site management, maintenance, construction, and land-management.
- ♦ Current certification in first aid and CPR. *Advanced certification may be required based on camp location and site hazards.*

Knowledge, Skills, and Abilities:

- ♦ The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- ♦ Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and grounds keeping.
- ♦ *To properly manage the operation of a camp pool, it is recommended that the property manager be a certified pool manager.*

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures.
- ♦ Ability to communicate procedures and regulations to staff and guests.
- ♦ Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- ♦ Physical strength to lift equipment and supplies (up to 40 pounds).
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use power tools and equipment.
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- ♦ Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

Some additional physical requirements of a Property Manager position could be endurance including prolonged standing, bending, stooping, and stretching; eye-hand coordination and manual dexterity to manipulate equipment and waterfront activities. Willing to live in a camp setting and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.