

Lake Wallkill Community, Inc.

Job Description

Position Title: Lake Manager

Reports to: VP Operations

Date Created: 2/28/12

Last Reviewed: 3/18/17

I. Position Summary.

Responsibilities:

- Conduct the operations business for Lake Wallkill Inc.
- Perform as an ambassador for the Lake on behalf of the Management Committee
- Provide customer service to members of Lake Wallkill
- Effectively communicates with members and the Management Committee

Essential Functions or Duties

II. Description of Duties

- Responsible for the maintenance, repair and upkeep of all properties and facilities of Lake Wallkill with a goal of keeping the appearance of the community neat, clean and presentable.
(Grass mowing, buildings and grounds, leaf collection/leaf area)
- Daily assessment of maintenance priorities and action plan
- Provides for the proper maintenance and care of all community owned vehicles and equipment.
- Completes snow plowing/removal and sanding of roads in a timely manner
- Operates and maintains the community potable water system under the direction of our licensed consultant engineer.
- Coordinates with the sanitation company to ensure only members in good standing receive garbage collection. Works with office manager weekly to have current status of members in good standing.
- Assesses the needs of the community and recommends capital improvements and other projects to the management committee.
- Provides input to the annual budget for all Operations budget lines. Collaborates with the VP Operations to support funding requests for the budget approved by the management committee.
- Executes against the annual budget approved by the management committee. Manager communicates with Treasurer and VP Operations to manage within the budget. Provides information for any variance to budget.
- Manager shall keep track of activities and provide a "Manager's Report" monthly to the Management Committee.
- Manager shall attend Management Committee Meetings at the discretion of the President.
- Manger shall attend meetings of the Coalition of Lakes Association (COLA) and report back to the Management Committee.
- Lake Manager shall be responsible for managing sub-contractors required to complete work within the community. The manager shall obtain competitive bids for such work and select supplier on the basis of best value. Manger shall obtain proof of insurance from all sub-contractors prior to work being performed.
- Manager shall be responsible for purchasing supplies and services required for the operation of the community. Such purchases shall be consistent with the budget and major purchases shall be put out for bid.

III. Expectations

- The Lake Manger shall function as an ambassador on behalf of the Management Committee because this position has significant contact with membership. Tolerance, patience, empathy and composure are traits that will serve the Lake Manger well and help avoid escalation of issues members are facing.
- The Lake Manger will gain an understanding of the Lake's Management Committee and the individual Committee Member responsibilities so they can effectively communicate issues or complaints to the right Committee Member.

IV. Supervision

- Responsible for the supervision of maintenance employees. Manages the hiring and furloughing of employees in accordance with work requirements and budget.
- Supervises seasonal Lifeguard employees.

V. Special Duties

- The Lake Manager may, from time to time, be required to handle, off hours, emergent issues within the Lake community including but not limited to weather, facility & water system issues or safety/security concerns.
- The Lake Manager shall, from time to time, be asked to perform special duties at the discretion of the Management Committee.

VI. Qualifications

- Self motivated and able to work independently. During the summer season able to work under time pressure presented by the rigors of the seasonal workload. Flexible work hours in the winter to manage storms.
- Basic computer skills including, but not limited to, communicating on e-mail, producing the monthly managers report and navigating the internet for supplies and/or project information.
- Budget Management skills.
- Must be organized and efficient.

VII. Accountability

The Lake Manager position is predominantly self directed, has responsibility for efficient budget management and spending for Operations supplies and services.

VIII. Physical and work condition demands of the position

- Strenuous physical activity on a daily basis
- Sitting in vehicles/on equipment for extended periods, should be aware of good ergonomic practices
- Extended exposure to the sun consistent with outdoor work environment

VIII. Appropriate Dress

Lake Manger should use discretion and wear attire appropriate to the environment and as a representative of the Lake Management Committee.

Many activities of the Lake Manager require personal protective equipment (PPE). Such PPE shall be assessed by the Lake Manager and will be provided by the community including but not limited to hearing protection and eye protection.