

## **GLENSHIRE DEVONSHIRE RESIDENTS ASSOCIATION FACILITIES MANAGER POSITION**

GENERAL DESCRIPTION: Glenshire Devonshire Residents Association is seeking a hardworking positive individual with good work ethics and people skills to fill the position of full time, year-round, Facilities Manager. The ideal candidate will have experience in construction, landscape, pool maintenance and environmental impact of land use. Basic computer knowledge and office skills desired.

The specifications for this position include:

### Required

- Ability to interact with Glenshire Devonshire Residents Association (GDRA) Board, members and staff in a positive manner.
- Ability to collaborate with experts in varying fields, Town of Truckee staff and others in a professional and respectful manner.
- Ability to maintain accurate records and reports for submission to GDRA Management and Board, including project budgeting.
- Ability to communicate Association rules and regulations to general public.
- Ability to plan for future operation of all GDRA facilities.
- Ability to hire, train, supervise, evaluate and mentor all GDRA pool and maintenance staff.
- Ability to work with outside independent contractors to obtain competitive bids with scope of work needed and to oversee performance of same to ensure standards and compliance.
- Basic computer and internet knowledge.
- Able to operate small power equipment and basic tools safely.
- Must report to work on time and be dependable (typically between 8am - 6pm).
- Have reliable transportation available for all weather conditions.
- Ability to respond to emergency situations on days off, as need arises.
- Construction, Landscape, Pool and Maintenance experience is desired. Minimum strong background in at least the majority of these areas with ability to train in all.

### Preferred

- Certified Pool Operations Certification (CPO) will be required. Cost to obtain/train will be covered by the Association after employment.
- Intermediate to advanced computer skills or ability to learn a plus.
- Glenshire/Truckee residency preferred.

Salary DOE, benefits, vacation and sick time accrued.

Send Resume and References to [glenshire1@sbcglobal.net](mailto:glenshire1@sbcglobal.net) / 15726 Glenshire Drive, Truckee, CA 96161

Inquiries: 530.587.6202