



## Job Description

# MANAGER OF COMMUNITY OPERATIONS

Reports to: MGCA Executive Committee

FLSA Status: Full-Time, Non-Exempt

**Position Summary:** The Manager of Community Operations directs and participates in the performance of all custodial and maintenance activities within the Mt. Gretna Campmeeting Association (MGCA) grounds.

- Duties & Responsibilities:**
- Monitor MGCA buildings and grounds on a routine basis for general security and fire safety; identify potential issues and report-out to the Board of Managers and/or Executive Committee.
  - Troubleshoot emergent maintenance issues related to infrastructure (i.e. water main leaks, sewer blockages and seasonal issues).
  - Complete daily water tests and required Pennsylvania Department of Environmental Protection (DEP) reporting in conjunction with water testing vendor; attend and assist with DEP inspections, as requested.
  - Manage common areas and parks including seasonal grounds.
  - Identify, monitor and assist with outside contractors/vendors; engage in the bidding process and report-out to the Building & Ground Committee (for MGCA Board of Managers approval).
  - Work in collaboration with certified arborist to maintain tree canopy; maintain ongoing “trimming/removal” schedule.
  - Service and maintain equipment; maintain and update operating manuals for equipment.
  - Notify Association Members when scheduled projects may affect specific cottage(s); facilitate “emergency notification” as needed.
  - Respond to Association Member requests in a timely manner—during scheduled working hours or “on-call” times.
  - Have a working-knowledge of the MGCA Rules & Regulations, Charter & By-Laws; willingness to follow and enforce the Rules.
  - Order and receive supplies and equipment, and maintain necessary inventories.
  - Supervise part-time, seasonal employees.
  - Serve on the MCGA Buildings & Grounds Committee as staff and attend all scheduled meetings.
  - Attend monthly MGCA Board of managers meetings, providing a written status report.
  - Coordinate and assist with MGCA community events and clean-up days, as scheduled.
  - Responsible for the setting-up and tearing down of equipment during summer programming and special events.
  - Maintain MSDS for product stewardship, occupational safety and health, and spill-handling procedures
  - Other duties as assigned.

### Job Specifications & **REQUIRED SKILLS**

- Required Skills:
- High functioning team member in a small work environment which places an emphasis on ethical values and integrity.
  - Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, plumbing repair and maintenance, carpentry and grounds maintenance.
  - Demonstrated knowledge and expertise in sewer/water systems and treatment.
  - Project management and organizational skills.
  - Demonstrated interpersonal, written and verbal communication skills.
  - Capable of delivering 100% customer service to MGCA Association Members.
  - Basic computer/word processing skills.

- High school diploma, or equivalent.
- Ability to read and follow basic operating instructions.
- Valid PA driver's license.

**PREFERRED SKILLS**

- Associates degree or associated vocational maintenance training/apprenticeship.
- Proficiency with Microsoft Office suite—WORD, Excel.

Equipment Operated:

- Office equipment—computer, telephone, copier/FAX.
- Maintenance/carpentry tools.
- Lawn Equipment—tractor and snow blower.
- Automobile/vehicle, front loader.

Working Conditions &  
Physical Demands:

- Must be able to sit, stand, walk and drive as needed.
- Must be able to lift 50 pounds without assistance.
- Occasional, local travel required.
- Ability to pass regularly scheduled drug tests.
- General non-smoking, outdoor Community environment.

Reviewed/Revised: (insert date)