

Lake Canyon Yacht Club
Job Description: Property Manager
September 11, 2017

This is a supervisory position requiring a high level of skill and competence for the maintenance and improvement of a clubhouse, facilities, marina and grounds. . A class D Water Operators License is preferred and other professional building licenses are encouraged. You must have capability to perform physical tasks as needed. Good communication skills are essential, as are computer skills with proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Job duties include the following:

- Good communication skills.
- Responsible for all aspects of inspection, maintenance, upkeep and cleanliness of LCYC property at Canyon Lake.
- Responsible for maintenance and required water surveys of well and lake water systems
- Responsible for scheduled completion of projects assigned by the LCYC Board of Governors
- Manage, supervise and train the club maintenance staff within written guidelines of the personnel policies of the club.
- Consult the Docks and Grounds and Personnel Committee Chairperson in all matters relating to personnel issues, hiring additional staff or terminations.
- Assist the Docks and Grounds Chairperson in the preparation of the annual Docks and Grounds Budget and keep up to date on budget requirements and any changes.
- Maintain accurate records and documentation for club facilities and equipment.
- Post all state and national required notices and file all necessary forms.
- Ensure workers are kept abreast of employment rules and required paperwork.
- Serve as the head for the LCYC emergency marina response team.
- Actively enforce club policy on temporary docking, uphill boat maintenance hoist, marina slips and dry storage. Notify club members of deficiencies and monitor corrective action.
- Inform Club Administrator of changes to the monthly slip and dry storage inventory. Send slip discrepancy notices to slip lessors as necessary. Keep the Docks and Grounds and Slip Utilization Chairperson informed of any unusual issues requiring management assistance.
- Computer skills; proficient in Microsoft Office (Word, Excel, Outlook).
- Other duties as assigned.

I have read the above duties as assigned for the position of Property Manager.

Signed by: _____ Date: _____