

Job Description: Facilities Manager

Papoose Pond Campground is looking for a Facilities Manager to join our team. The Facilities Manager position is a highly visible, year-round position with a great deal of responsibility interacting with all departments. Living on Property is a possibility for the right applicant which would include year-round housing with heat and electricity included as part of the total compensation package along with paid vacation, health care and 401k matching program. Starting salary \$39,000/year.

Responsibilities

- **Overall facility maintenance including basic plumbing, electrical, carpentry, painting, and pool & grounds upkeep**
- **Assist in development of budgets, cost of sales projections and timelines, and payroll expenses**
- **Assist in hiring, scheduling, and management of staff in maintenance department**
- **Handle customer complaints as needed**
- **Assist in developing and maintaining an upkeep schedule and plan for the facility**

Qualifications

- **Strong leadership skills and ability to work with multiple staff members as well as a management team.**
- **Desire to continue learning new skills in a professional environment.**
- **Excellent verbal and written communication skills.**
- **Basic computer literacy**
- **2-3 Years of experience in a related field**
- **Must be comfortable working outdoors for large portion of the day.**
- **Ability to lift up to 50 lbs and bend, stand, and sit during shift.**
- **Dependable, Flexible, Detail Oriented**
- **Ability to work confidently without direct supervision**
- **Self-Motivated**
- **Excellent organization and time management skills**
- **Committed to providing excellent customer service**