



Camp Soles JOB DESCRIPTION Property Manager

Apply Online at www.campsoles.com or
Email resume & cover letter to fun@campsoles.com or
Mail to Camp Soles, 134 Camp Soles Lane
Rockwood, PA 15557

Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>

Position Summary:

Oversee the maintenance, cleanliness, repair and security of camp buildings, grounds, and equipment.

Reports to Camp Director.

Essential Functions:

1. Coordinate and supervise work of maintenance employees. Coordinate volunteer work projects.
2. Maintain camp building, grounds and equipment including regular survey of site to identify maintenance and repair needs, development of maintenance plan, purchase of materials/supplies, coordination of routine maintenance, winterizing and de-winterizing, and landscaping. Maintain roads, gates and general camp security, including inspections, preventive maintenance, removal of debris.
3. Oversee remodeling and construction projects, including estimating and purchasing materials, overseeing actual construction, and ensuring quality control.
4. Establish priorities, provide effective leadership and friendly and exceptionally helpful customer service.
5. Maintain camp vehicles in safe operating condition through inspections, preventive maintenance, and prompt repairs.
6. Oversee water system, testing, treatment, and maintenance.
7. Oversee waste management plan of composting, recycling, and disposing of kitchen waste.
8. Oversee lake water testing, safety, dam management, water levels, etc.
9. Develop appropriate budgets, and monitor and authorize expenditures to ensure compliance with budgetary guidelines. Maintain tools, equipment, and supplies.
10. Ensure that site and facilities meet standards set by the American Camping Association, state and local health codes and building codes. Control site hazards through routine inspections and emergency maintenance. Ensure Camp Safety plans are followed, and staff/participants are always safe.
11. Monitor and direct housekeeping duties performed by maintenance and program staff to ensure proper procedures are followed and facilities meet the standard of sanitation and cleanliness.
12. Special projects and other duties as assigned.

Job Specifications:

1. Excellent written, oral, and listening communication skills.
2. Good administrative, project management and organizational skills.
3. Good computer skills including typing, using computer filing systems and peripherals, proficient in common business applications such as Microsoft Word and Excel, able to manage email and navigate web portals, etc.
4. Ability to respond to safety and emergency situations.
5. Sufficient physical strength and agility to carry out essential duties.
6. While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
7. The work is performed both indoors and outside and may require travel to various locations.
8. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.
9. Have the ability to work long, hot, and busy days in conditions that create dirt and dust.

Education/Experience Requirements:

1. Four years of experience in facility management or closely related field
2. Working knowledge of mechanical, electrical, and plumbing systems, carpentry, and other maintenance-related areas and required certifications to operate and maintain facilities and equipment.
3. Skills in supervision, budget management and project management.
4. Ability and current license to drive.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

Candidate name

Candidate signature

Today's date: _____

Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.