

Workforce Solutions is looking for a full-time live-in property manager for the Galveston Boat Club. Salary starts at \$1,750.00 / MO and includes medical insurance. Interviews will commence immediately as candidates are surfaced.

Job Description:

The Property Manager will perform duties at GBC which relate to general maintenance of the grounds and buildings at the club and enforcement of club rules especially regarding membership. These duties will include actual work performed as well as the inventory of the designated supplies for the club. This individual must be reliable, a self-starter and willing to uphold the philosophy and goals of the board of directors in the performance of assigned duties so as to assure the safety and well-being of club members.

Essential Summer* Functions: Memorial Day through Labor Day.

1. Check facility grounds daily for litter, pickup and empty trash/recycling receptacles.
2. Check and clean bathrooms no less than three times daily. Restocking paper towels and toilet paper as needed. Washing down floor twice weekly or as needed.
3. Blow and clean pavilion area daily; wash down no less than once a week.
4. Provide lawn maintenance.
5. Inspection, maintenance and repair of electrical and plumbing.
6. Keep all outdoor lighting functioning properly; ensure lights are turned off at night.
7. Know the membership: Introduce yourself to unfamiliar people on the grounds to verify they are members or guests of a member who is present.
8. Enforce bylaws and GBC policies.
9. Check pool chemical levels daily
10. Sweep/clean pool. In addition, will maintain pool certification
11. Pool level maintained. Routinely back flush, vacuum and clean filters.
12. Inspect all stall hinges, doors, and locks etc
Repair as necessary.
13. Clean BBQ pits 2-3 times weekly.
14. Repair chairs and loungers as necessary
15. Inspect bulkhead for washout areas. Fill in as necessary.
16. Inspect piers. Replace warped or rotten boards. Keep cleats tight and abundant.
17. Touch up or spot paint various areas around the club.
18. Maintain storage room. Kept clean and orderly with plenty of supplies.
19. Maintain entry and exit gates so that they are operational at all times
20. Presence on-site every day between May 1st through Labor Day, with emphasis on the weekends. Email board members when taking vacation so that board members can monitor the club.
21. Act as security guard for the grounds, club and membership boats and equipment.
22. Have working knowledge of bylaws and GBC rules; enforce rules at all times.
23. Respond to new member emails within 24 hours of receipt.
24. Turn in all cash/checks collected to Treasurer within 72 hours of receipt.
25. Assist with and attend GBC sponsored parties: Set-up, clean, etc.

Secondary or annual Duties:

1. Perform periodic inspections of fire extinguishers. Work with fire inspector.
2. Assist sailing program as needed (does not include getting out on the water)
3. All parties are work days (no drinking on party days)
4. Work with gate company as needed, issue gate cards.
5. Water blast or lightly sand picnic tables for new coat of varnishing (annually)
6. Other duties as assigned

Minimum Qualifications:

1. Ability to organize and prioritize time
2. Ability to recognize needs of the facility and perform job tasks with minimum supervision.
3. Ability to perform job tasks within a timely fashion and utilization of checklists.
4. Ability to lift up to 50 pounds as needed and tolerate extreme temperatures, noises and fumes.
5. Must live on-site
6. 2 years maintenance experience preferred

Candidates must pass a background check. [Any criminal convictions and/or criminal activities identified as a result of these checks will be reviewed on a case-by-case basis and will not necessarily bar a candidate's employment.

If you have some interest in this position please EMAIL YOUR RESUME to Anthony.Stephens@wrksolutions.com.

- Copy of your resume
- Date of Availability

Your response should look like this:

Resume attached

Available to start 12/01/18