

POSITION TITLE: Property Manager/Ranger

REPORTS TO: Director of Property

FLSA STATUS: Non-Exempt, Full Time

POSITION SUMMARY

The Property Ranger will oversee repair and maintenance of camp(s), office building(s) and meeting places within their region. A specialty as in Electrical, Plumbing, HVAC will be a plus but not a must for the position. This position will provide customer service for the volunteers with whatever questions or needs they may have when visiting camp(s).

ACCOUNTABILITIES

- Perform ongoing grounds upkeep, building repair and equipment maintenance, with special attention to the pool, in accordance with council standards and maintenance plan.
- Visit the regional office at least every other week for building and grounds maintenance (mowing, leaf blowing, tree/shrub trimming).
- When directed by the Director of Property, secure services of contractors and oversee projects to ensure that all work is completed in accordance with plans and other agreements.
- Report to Director of Property any repairs over \$100.
- Prepare invoice and credit card receipts for approval, monthly expense reports. Stay within the properties' budget parameters.
- Prepare weekly maintenance reports, daily pool water test, and daily well readings.
- Develop and maintain positive relationships with girls, volunteers, staff, neighbors, community groups, government agencies, and the business community to facilitate smooth property operations and program activities.
- Provide operational support for council programs as requested by supervisor.
- Notify supervisor of any acute or potential threat to the well being of site users on all council properties.
- Monitor site security and emergency systems and procedures to ensure safe usage of the facilities.
- Check guests in and out, to include weekend visits. Will include any other troop meetings.
- Prepare site for users by putting up tents, turning on water and/or heat, and meeting other program needs; provide assistance to site users by responding to maintenance requests in a timely manner and by supplying other site needs.
- Provide positive customer service to girls, adult volunteers and staff.
- Demonstrate a commitment to the mission of the Girl Scout movement and ability to communicate the mission to others.

- Serve as the council on-site representative by receiving shipments, meeting with contractors, and accompanying inspectors and other site visitors as necessary or directed by supervisor.
- Perform all other duties as assigned.

QUALIFICATIONS AND EDUCATION

- Plumbing or electrical license preferred. Knowledge of pool maintenance a plus.
- Have the ability to operate heavy machinery, using appropriate safety gear.
- Possess a valid driver’s license that meets the council insurance company’s requirement for coverage.
- Ability to work a flexible schedule including evenings/weekends and some holidays; occasional overnights required.
- Ability to travel as job requires. Maybe be called on to travel to other regions.
- Attend trainings as required by council.
- Wear appropriate identification as a Girl Scout staff member, as required. May be required to maintain other appropriate memberships, attend trainings and obtain certifications in related areas.

PHYSICAL REQUIREMENTS

- Walking, standing, bending, stooping, reaching and heavy lifting (up to 70 pounds).
- Ability to walk at least one mile over uneven terrain.
- Occasional exposure to seasonal weather conditions.

EMPLOYEE ROLE IN FUND DEVELOPMENT AND MEMBERSHIP

You are required to have an active role in the Council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the Council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to, or member of, the Council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

Employee Printed Name

Employee Signature

Date