

JOB DESCRIPTION

GROUNDS MANAGER OF THE PRESERVE ASSOCIATION

This position reports directly to the General Manager. Responsibilities include the general operations and maintenance functions for buildings, grounds and pools and working with General Manager to implement Preserve Annual Plan.

Duties

1. **Responsible for the necessary maintenance on the Preserve Center, Pool Building and Garage**
 - A. Act as general handy person for all buildings and work with contractors as necessary to keep facilities in proper working order and up to standard building repair.
 - B. Act as staff liaison for building related systems repair and maintenance.

2. **Responsible for the maintenance of Preserve common properties through direct supervision of grounds staff and contracted services**
 - A. **Grounds Personnel: Responsible for direct supervision of all seasonal grounds staff.**
 - a. Set up grounds operations schedule and assist in the recruitment of seasonal grounds staff.
 - b. Supervise grounds staff **including**: training, safety practices, resident interactions, personnel functions, payroll, and staff clothing.
 - B. **Mowing operation and Lawn Maintenance:** Oversee contractors for common properties mowing weekly (or as needed) from early spring until late fall, as well a weed control services.
 - C. **Tot lot upkeep:** Continuous inspection and maintenance of all Five (5) Tot Lots to be done bi-weekly during April through October and recorded in tot lot log. Assure that each site is cleaned, equipment checked, and repairs made in early spring.
 - D. **Tennis courts:** Courts inspected, repaired and cleaned as needed, nets put up and gates open from early Spring until Fall (weather permitting). Providing for courts to be swept and kept trash free, nets adjusted, and weeds/grass under fence eliminated by pulling or spraying. See that court lights are set to operate from dusk to 10 p.m. to meet needs. Courts to be locked from season end until ready in spring.
 - E. **Pathways:** Pathways assessed and cleaned regularly by staff from early spring to snow- fall to determine safety, cleanliness, damage, or changes. In early spring; assess all pathways, remove leaves, twigs and branches, broken glass and sweep pathways clean. Make recommendations to GM regarding repair of paths. Oversee path repair.
 - F. **Maintenance of grounds equipment:** Seasonally check all equipment by an ongoing process, including checked at week end so operable for coming week. Keep repair log. Make recommendations to GM regarding purchase and needed repair.
 - G. **Tree trimming and removal:** Work with City of Eden Prairie forester to oversee the removal of diseased trees. Oversee tree removal from storm damage. Plan and execute Buckthorn removal as needed. Develop and plan for tree and shrub pruning as necessary.
 - H. **Flower garden areas:** Work with the Gardener to coordinate maintenance and development of flowers beds on common properties. Oversee projects for grounds development with General Manager.

3. **Responsible for the operational functions of the pool complex.**
 - Certified Pool Operator (CPO) license desired but not required
 - Oversee the site preparation of pool and oversee maintenance of pool building and grounds during the season, as well as oversee site shut down with Pool Engineer at season's close.
 - Responsible for site set up and repair prior to pool open.
 - Oversee maintenance and repair of circulation system for lake pool and diving well.

3. **Responsible for the management of snow removal operations:** Arrange for contracted services for parking lot or for situations of heavy snow or unavailable Preserve staff. Snow removal includes the Preserve Center, parking lot, walk areas, and approximately 32 neighborhood mailboxes. Plow pathways around center and major pathways.
4. **Support the function of the Design Review Process and Committee:** This includes a routine inspection schedule in neighborhoods of possible violation of covenants. Work with the GM to resolve issues.
5. **Support the function of the Maintenance Committee:** Provide recommendations to the committee. If projects are to be contracted out, work with the GM to secure the necessary bids to the Maintenance Committee for final recommendation to the Board of Directors. Assist as needed on other task forces that relate to overall maintenance of the Preserve.
6. **Work as team member with General Manager to carry out Preserve annual plan.**
 - A. Provide office support as needed.
 - B. Seek job related education as necessary to maintain operations efficiency.
 - C. Support the establishment and implementation of the building and grounds budget.
 - D. Prepare reports and written information as directed by the General Manager.
 - E. Attend appropriate board and committee meetings.
7. **Perform other duties as assigned by the General Manager.**
9. **In the performance of all job duties demonstrate accountability, safety, flexibility, collaboration, good customer service, and a willingness to learn.** Act as steward to environment and well being of Preserve.

Preferred qualifications: Candidate having a minimum of two (2) years Supervisory experience. Qualifications should include experience in building maintenance, pool maintenance, mechanical maintenance, landscape maintenance and development. Candidate having a CPO certification (Certified Pool Operator) is beneficial. Basic computer skills are necessary.