

# IMMEDIATE OPENING

## Full-time Maintenance Manager

### Holiday Lake Owners Association, Inc. - Brooklyn, Iowa

#### Summary/Objective:

The Maintenance Manager position is responsible to ensure the grounds, docks buildings and roads of Holiday Lake Owners Association are maintained for the betterment of the lake community. This is a full-time position. Days and hours of work are Monday through Friday 7:30 a.m. to 4:00 p.m. Weekend and evening hours may be required as job duties demand

#### Essential Functions:

- Grooms the grounds and grades roads of Holiday Laker Owners Association.
- Performs repairs and preventive maintenance to lake buildings, equipment and machinery.
- Prepares work schedules and directs the activities of part-time maintenance staff.
- Arranges for and manages appropriate third-party contractor support as needed.
- Evaluates and reports on annual road construction and repairs.
- Carry out road repairs.
- Clears roads of snow and debris,
- May be responsible to serve on applicable committees relating to Holiday Lake Owners Association.

#### Minimum Qualifications:

- Experience - Ability to operate heavy equipment such as road graders, dump trucks, backhoes, tractors with bat-wing mowers and snow plows.
- Mechanical knowledge – Ability to repair mechanical equipment as well as plan and execute a preventive maintenance program.
- Management/Supervisory Experience – Ability to plan, organize and execute work schedules, effective written and verbal skills and problem solving skills
- Basic Construction Experience - Ability to complete minor structural repairs as well as assemble and install required equipment within buildings, playgrounds, docks and beaches.
- Basic computer usage skills- Ability to send and receive emails and enter data onto spreadsheets and forms.
- Safety Requirements – Ability to comply with and enforce sound safety and housekeeping practices.
- Must possess valid CDL
- Physical Requirements – Ability to lift or move items weighing 50 pounds or more frequently and items 100 pounds or more occasionally. The position is very active and requires standing, walking, bending, kneeling, stooping, crouching and climbing all day.

If you meet the minimum qualifications and you are interested in this position, applications are available at Holiday Lake Business Office, 101 Buena Vista Drive, Brooklyn, Iowa 52211 or printable copy on Holiday Lake webpage, [www.holidaylakebrooklynia.com](http://www.holidaylakebrooklynia.com). Return completed application to Holiday Lake Business Office, 101 Buena Vista Drive, Brooklyn, Iowa 52211 on or before April 25<sup>th</sup>, 2018. A pre-employment drug test is required.