



Position Description: Greeter – **Seasonal / Weekends / Holidays**

Summary

Primary duties are to greet and log in all vehicles and boats entering Wildwood Property Owners Association. Reports to the Community Manager.

Responsibilities

- Greet and check all incoming vehicles for appropriate Wildwood (WW) stickers
- Record visitors as instructed
- Stop and record all vehicles with boats as directed
- Follow policies as directed

Qualifications

- Ability to lift and carry 50 pounds
- Customer Service orientation
- Basic verbal and written communications skills

Requirements

- Ability to work independently with minimal supervision
- Must be at least 16 years of age

Licenses and Certifications

- Class D Passenger Motor Vehicle License with no infractions

Hours

Saturday & Sundays 9-5 and occasional Friday and Monday shifts for Holiday weekends. Seasonal job Memorial Day weekend – Labor Day weekend.

Position Status: Non-exempt



Position Description: Compliance Officer – **Seasonal / Weekends / Holidays**

Summary

Primary duties are to enforce rules and regulations, and make sure compliance is followed within Wildwood Property Owners Association [WPOA] owned property. Reports to the Community Manager.

Responsibilities

Security

- Monitor and act as agent in upholding rules, regulations and by-laws; control use and access to WPOA property by non-members
- Perform routine rounds of WPOA property as needed

Other

- Utilize proper safety protocols in all work performed
- Report problems and emergency situations
- Perform boat washes as needed
- Other duties as assigned

Education

- High School Diploma desired

Qualifications

- Ability to lift and carry 50 pounds
- Customer Service orientation
- Basic verbal and written communications skills

Requirements

- Ability to work independently with minimal supervision
- Must be a licensed driver for three years or be 21 years of age; must have clean driving record
- Must be at least 21 years of age

Licenses and Certifications

- Class D Passenger Motor Vehicle License with no infractions

Daily Duties:

Check for Car Stickers in Parking Lots (2x daily) & Bathroom Supplies (1x daily)

1. Main Beach
2. Fox Den Beach
3. Lakeside Beach
4. Otter Pond
5. Meadow Beach

Check for vehicles parked on the side of the road. Record license plate number & car sticker # if applicable. Leave citation stickers under the windshield wipers, and return the other half to office.

Hours

Saturday & Sundays with occasional Friday and Monday shifts for Holiday weekends (12-15 hours per week). Seasonal job Memorial Day weekend – Labor Day weekend.

Position Status: Non-exempt



Position Description: Property Maintenance Specialist – **Seasonal / Full time**

Summary

Assist in the Maintenance of Wildwood Property Owners Association [WPOA] owned property. Perform a variety of unskilled property maintenance actions. Reports to the Property Maintenance Supervisor.

Responsibilities

Landscaping

- Maintain grounds per seasonal requirements, including upkeep of beaches and playgrounds, and trash/recycling

Buildings

- Set up and clean up after meetings and private parties
- Janitorial

Security

- Monitor and act as agent in upholding rules, regulations and by-laws; control use and access to WPOA property by non-members
- Perform routine rounds of WPOA property as needed

Other

- Utilize proper safety protocols in all work performed
- Report problems and emergency situations
- Perform boat washes as needed
- Other duties as assigned

Education

- High School Diploma desired

Qualifications

- Ability to lift and carry 50 pounds
- Customer Service orientation
- Basic verbal and written communications skills

Requirements

- Ability to work independently with minimal supervision
- Must be a licensed driver for three years or be 21 years of age; must have clean driving record

Licenses and Certifications

- Class D Passenger Motor Vehicle License with no infractions
- Driver's license held for 3 years

Hours

Wednesday - Sunday between the hours of 8-4. Seasonal job Memorial Day weekend – Labor Day weekend.

Pay: \$17 - \$20hr. based on experience

Position Status: Non-exempt

Please contact Charity Barger, Operations Manager @ wildwoodpoa@aol.com for more information.



Job Title: ADMINISTRATIVE ASSISTANT (flexible and customized hours; 8 – 10 hours/week)

Job Duties:

- I. Perform clerical functions under the supervision of the operations manager
 - a. Prepare board packets for monthly meetings
 - b. Update WPOA business on website and bulletin boards
 - c. Assist with newsletter – design layout for printer
 - d. Respond to office correspondence
 - e. Welcome packets for new owners
 - f. Record and distribute vehicle and boat stickers
 - g. General office duties to include retrieval and response to mail, phone messages, and email
 - h. Order office supplies such as vehicle stickers and postage
 - i. Distribute campground reservations and guest passes
 - j. Call for service on laundry machines
 - k. Any other duties assigned

- II. Fiscal responsibilities
 - a. Payroll
 - b. Update accounts, post dues charges and send billing statements to property owners
 - c. Accounts receivable and payable
 - i. organize and pay bills; record payments in software system and maintain files of bills
 - ii. record payments to WPOA, make bank deposits, record money from laundry and other sales (T-shirts, etc.)
 - iii. manage petty cash

Qualifications:

Computer skills: excel, word, payroll program system



Position Description: Property Maintenance Specialist 1

Summary

Support maintenance of Wildwood Property Owners Association [WPOA] owned property. Perform a variety of semi-skilled facilities maintenance actions, including basic carpentry, painting, landscaping and road work. Implement preventative maintenance programs for systems, equipment and buildings. Reports to Property Maintenance Specialist 2 [Lead].

Responsibilities

Landscaping

Ensure grounds are properly maintained per seasonal requirements, including, plowing, sanding and general snow removal, grass cutting, tree removal, upkeep of beaches and playgrounds, road maintenance, janitorial, trash/recycling.

Buildings

- Execute repair and preventative maintenance actions
- Perform basic carpentry and painting, non-licensed electrical, plumbing, and mechanical repairs

Equipment/Machinery

- Operate vehicles, machinery, equipment and heavy equipment
- Conduct basic maintenance of machinery and equipment

Security

- Monitor and act as agent in upholding rules, regulations and by-laws; control use and access to WPOA property by non-members
- Perform routine rounds of WPOA property

Project Management

- Participate in capital projects
- Assist subcontractors as appropriate

Other

- Utilize proper safety protocols in all work performed; report problems and emergency situations
- Provide coverage for weather in all seasons
- Provide coverage for emergencies, on-call basis
- Respond to homeowner inquiries and requests in accordance with WPOA protocol
- Familiarity with Windows, Word, and Excel applications

Requirements

- Residency within 20-25 minute response perimeter of WPOA location
- Must be a licensed driver for three years or be 21 years of age; must have clean driving record
- Ability to provide on-call emergency coverage
- Advanced level swimmer
- Ability to lift and carry 50 pounds
- Ability to work independently as directed

Qualifications

- Minimum two years' experience in maintenance of facilities, roads and grounds
- Basic knowledge of mechanical, plumbing and electrical systems
- Experience with operation of heavy road construction equipment
- Basic verbal and written communication skills

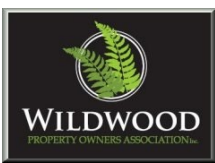
Education

- High School Diploma or equivalent required
- Trade School certificates desired

Licenses and Certifications

- Class D Passenger Motor Vehicle License
- DOT License Certification or willing to get within 4 months
- Class IIA Engineer's License for hoisting equipment or willing to get within 4 months

Position Status: non-exempt



Position Description: Property Maintenance Specialist 2 [Lead Role]

Summary

Maintain Wildwood Property Owners Association [WPOA] owned property. Perform a variety of skilled and semi-skilled property maintenance actions, including carpentry and painting, landscaping, road work, mechanical and basic non-licensed electrical, and plumbing. Formulate and implement preventative maintenance programs for systems, equipment and buildings. Report to: Operations Manager.

Responsibilities

Supervisory

- Provide day to day supervision of maintenance employees [regular full/part-time or temporary]
- Provide training re: safety, WPOA regulations and protocols, productivity, quality and customer service, equipment operation
- Monitor and enforce safety practices and policies
- Coordinate and communicate daily work schedules for maintenance employees
- Hold maintenance employees accountable for key deliverables
- Provide input for annual performance expectations and review for maintenance employees
- Provide timely performance feedback

Landscaping

Ensure grounds are properly maintained per seasonal requirements, including, plowing, sanding and general snow removal, grass cutting, tree removal, upkeep of beaches and playgrounds, road maintenance, janitorial, trash/recycling.

Buildings

Conduct routine inspections of buildings [club house, bathrooms, pavilion] to determine maintenance needs

- Execute repair and preventative maintenance actions
- Perform building construction/repair, carpentry, and painting, non-licensed electrical, plumbing, and mechanical

Equipment/Machinery and Supplies

- Conduct annual inventory of equipment and supplies; create supply orders
- Troubleshoot maintenance issues, research and recommend solutions
- Conduct regular maintenance
- Operate equipment and machinery

Vehicles/Heavy Equipment

- Ensure vehicles and machinery are maintained, meeting quality and safety requirements
- Operate vehicles and heavy equipment
- Conduct preventive maintenance consistent with WPOA guidelines and safety protocols

Security

- Monitor and act as agent in upholding rules, regulations and by-laws; control use and access to WPOA property by non-members
- Perform routine rounds of WPOA property

Vendor Management

- Assist in project specifications and request for bids
- Diagnose problems and contact appropriate vendor(s)
- Coordinate and assist subcontractors as appropriate

Project Management

- Organize and establish projects including key deliverables, milestones, and completion timelines
- Prepare cost estimates, resource planning and requisite responsibilities
- Coordinate, review, and inspect all contracted work for quality, accuracy, and completeness
- Maintain and manage all required paperwork

Other

- Utilize proper safety protocols in all work performed; report problems and emergency situations

- Monitor, prepare for, and provide coverage for weather in all seasons
 - Provide coverage for emergencies, on-call basis
 - Respond to homeowner inquiries and requests in accordance with WPOA protocol
 - Conduct new hire and current employee training as appropriate
- Other duties as assigned

Requirements

- Residency within 20 minute response perimeter of WPOA location
 - Ability to provide on-call emergency coverage
 - Familiarity with Windows, Word, and Excel applications
 - Advanced level swimmer
 - Ability to lift and carry 50 pounds
 - Ability to work independently with minimal supervision
- Advanced level ability to multi-task, track and execute multiple priorities

Qualifications

- Minimum five years experience in maintenance of facilities, systems, equipment, roads and grounds
- Advanced level experience with non-licensed mechanical, plumbing and electrical systems, including maintenance and repair
- Advanced level experience with operation, service and troubleshooting of heavy road construction equipment
- Advanced level experience leading large-scale projects
- Advanced verbal and written communication skills; ability to organize and present information to different audiences, including Boards, Homeowners and WPOA employees

Education

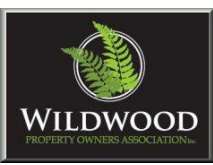
- High School Diploma or equivalent required
- Trade School certificates desired

Licenses and Certifications

Construction Supervisor License (CSL) required

- Class D Passenger Motor Vehicle License
- DOT License Certification
- Class IIA Engineer's License for hoisting equipment
- Recommended: ASE License

Position Status: non-exempt



Position Description: Operations Manager

Summary

Provide operational leadership over Wildwood Property Owners Association [WPOA] owned property. Lead the implementation of policies, procedures and programs to ensure a well-managed, well-maintained property, placing maximum emphasis on the needs of the property owners, federal, state and local government, environmental health and safety officials, in alignment with WPOA goals and objectives. Manage activities in the day-to-day performance of employees, ensuring compliance with WPOA policies and procedures; has full authority for personnel actions. Reports to: Board of Directors (BOD)

Responsibilities

Communications

- Facilitate the effective communication of information to a variety of target audiences, including the BOD, employees, property owners, contractors and service providers, and members of federal, state and town government

External Relations

- Serve as liaison representing WPOA to members of federal, state and town government and external organizations including attorneys, realtors and others as necessary

Property Owner Relations

- Serve as primary contact with property owners; respond to inquiries and requests in accordance with WPOA protocol
- Document and prioritize property owner's concerns/requests; follow through to resolution

Administration

- Manage operational systems and processes in support of WPOA policies and objectives
- Prepare reports and audits to monitor and improve operational effectiveness
- Manage current and archival files, databases, and other documents in compliance with records retention policy and state laws
- Provide data and documents for committees as needed

Financial

- Assist Finance Committee with budget preparation; implement and adhere to approved budget; oversee monthly and quarterly reviews of budget status against plan
- Reconcile monthly activity, generate year-end reports; fulfill federal, state, and town tax-related requirements
- Prepare and file all required financial documents; maintain knowledge of tax and other compliance implications of non-profit status
- Maintain a central management system for cost analysis; manage day to day processing of accounts receivable and payable, payroll, produce reports as requested
- Assist Finance committee with questions related to the property and resolution of contractor issues; investigate and recommend cost reduction opportunities
- Administer payroll and employee benefits

Board of Directors

- Attend and provide input for all BOD meetings and other committee meetings as needed.
- Insure notice of meetings of the Board and/or of Committee(s) when such notice is required
- Carry out special assignments as requested by the BOD

Compliance

- Monitor and adhere to all federal, state and local laws and mandates, WPOA policies, rules, regulations and protocols, and compliance with environmental requirements, Public Water Systems Act and Conservation

Vendor [Contractor] Management

- Develop project specifications; create RFPs for outside contractors and services; review bids, summarize, negotiate, and present to BOD for approval
- Oversee and manage contracts with outside contractors
- Coordinate and assist contractors as required/necessary

Meeting Management

- Set up and participate in annual WPOA membership meetings, BOD meetings, planning sessions, special meetings, and/or committee meetings as required; ensure all materials and documentation are available
- Oversee proxy vote process

Project Management

- Organize and establish projects including key deliverables, milestones, and completion timelines
- Prepare cost estimates, resource planning and requisite responsibilities; ensure milestones/goals are met within approved budgets and timelines
- Coordinate, review, and inspect all contracted work for quality, accuracy, and completeness
- Maintain and manage all required paperwork

Buildings/Landscaping/Vehicles/Heavy Equipment/Machinery and Supplies

- Ensure routine inspections of buildings [club house, bathrooms, pavilion] are complete; identify needs for improvement, repair and/or replacement.
- Ensure grounds are properly maintained by maintenance staff per seasonal requirements, including, plowing, sanding and general snow removal, grass cutting, tree removal, upkeep of beaches and playgrounds, road maintenance, janitorial, trash/recycling
- Ensure vehicles and machinery are maintained, meeting quality and safety requirements
- Ensure annual inventory of equipment and supplies is conducted

Security/Other

- Monitor staff and act as agent in upholding rules, regulations and by-laws; control use and access to WPOA property by non-members
- Ensure coverage for weather in all seasons; ensure coverage for emergencies
- Monitor staff and enforce safety practices and policies

Supervisory/Management

- Determine staffing needs and oversee recruiting, selecting, hiring, orientation and training of employees
- Provide day to day supervision of employees [regular full/part-time or temporary]; manage schedules of work for employees
- Oversee training re: safety, WPOA regulations and protocols, productivity, quality and customer service
- Hold employees accountable for key deliverables; provide timely performance feedback
- Develop annual performance expectations for employees; deliver annual results
- Provide annual performance evaluations of employees to the Executive Operations committee

Education

- Associates degree desired

Qualifications

- Experience leading large-scale projects
- Satisfactory verbal and written communication skills
- 3 plus years experience in accounting and/or bookkeeping function
- 3 plus years experience leading/managing people
- Proficiency with office programs such as Windows, Word, and Excel applications
- Demonstrated analytical and problem solving skills; solid decision making skills

Requirements

- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Excellent interpersonal skills and a collaborative style
- Ability to work independently with minimal supervision
- Advanced level ability to multi-task, track and execute multiple priorities

Position Status: exempt