Properties Associate

Position Overview

The Properties Associate provides professional and consistent support to the Properties Manager.

Minimum Qualifications
- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support Lake Beauty's mission and vision.
- Possess a valid driver's license.
- Be professional, flexible, attentive to details, and able to work with minimal supervision.
- Possess a teachable and willing attitude.
- Be able to deal with various personalities and ages graciously and welcomingly.

Essential Skills
- Responsible, organized, and able to handle multiple responsibilities.
- Timely and strong written and verbal communication skills.
- Ability to interact well with a broad constituency of contacts.
- Ability to multitask and manage multiple responsibilities.
- Working knowledge of basic hand and power tools is common to this position's duties.
- Ability to plan and prioritize tasks and responsibilities satisfactorily.
- Basic knowledge of computers, email, and programs like word and excel.
- Ability to operate skid loader/attachments, tractors, and other heavy equipment.
- Exhibit excellent customer service skills in solving facility problems.

Specific Responsibilities

Under the supervision of the Properties Manager and working in cooperation with other Lake Beauty staff, the following are responsibilities for this position:
- Maintain Buildings: HVAC, electrical, plumbing, construction, and remodeling-interior and exterior.
- Vehicle, watercraft, and equipment maintenance.
- Upkeep of Grounds (lawns, trees, gardens).
- Septic, wells, water treatment.
- Upkeep of Roads and Sidewalks (maintain, plow, snow blow, etc.)
- Miscellaneous construction and repair.
- Oversight of outsourced projects.
- Maintain detailed records of work performed.
- Maintain clean and organized office, shop, vehicles, equipment, and storage areas.
- Help guests with facility problems, such as plumbing, AC, electrical, etc.

Type of Position: Full-Time Hourly; Year-Round.