

Camelback Mountain Resort Job Description

Job Title: **DIRECTOR OF FACILITY OPERATIONS**
Reports to: Executive Vice-President, General Manager
Classification: Full-time Year-Round
Posting Start Date: June 8, 2012
Posting End Date: June 22, 2012

Job Summary: In alignment with the resort's vision, mission and organizational values and under the direction of the Executive Vice-President and General Manager, the Director of Facilities Maintenance oversees all aspects of buildings, janitorial and landscaping maintenance as well as Security and Parking Operations to ensure a safe and sanitary environment for all Employees and Guests and a smooth flow of circulation on the resort.

Specific Functions:

1. Develop, implement, and monitor Service Guidelines and Checklists for all aspects of their department.
2. Develop and implement preventive maintenance plans for all buildings related issues, including potable water systems.
3. Schedule and train all Employees in their area.
4. Manage labor and expenses budget.
5. Develop seasonal, annual and three year plan operational and capital budgets.
6. Participate in hiring programs for winter and summer seasons.
7. Handle customer issues in a timely manner.
8. Comply with all Company and departmental safety policies and procedures and adapt their department's workplace safety practices as needed.
9. Develop and implement record keeping procedures for Risk Management purposes.
10. Ensure safety of grounds caused by changes in weather conditions.
11. Refresh and maintain all buildings and base areas in the off-season.
12. Ensure clean and sanitary areas before, during and after operating days and functions.
13. Complete job performance evaluations in a timely manner.
14. Ensure staff is in compliance with Company and departmental dress code.
15. Adherence to the Customer Service Standards of Camelback Mountain Resort as well as all Company policies as outlined in the Employee handbook.
16. Assist the Executive Vice-President and General Manager in other daily operation functions as required.

Job Qualifications:

- 5 years prior janitorial and maintenance management experience required.
- Strong customer service background required.
- Valid driver's license required.
- Fluent in the use of Windows and related applications.
- Ability to determine and maintain appropriate product par levels required.
- Leadership, problem solving, organizational and communication skills required.
- Ability to work and get along well with others required.

Generally accountable for:

- Participating in the business planning process for their department and their resort.
- Assisting in benchmarking the competition and identifying the latest trends impacting their area of responsibility.
- Actively supporting all Company initiatives.
- Producing all required Company communications.
- Communicating effectively with all members of the Camelback Mountain Resort team.

Work Conditions and Schedule:

- Work will on occasion occur outside so exposure to extreme temperatures and weather elements should be expected.
- Working around and with heavy equipment is to be expected.
- Weekend, night and holiday availability is required as well as a flexible work schedule.
- During peak season, the schedule will require a work period greater than 40 hours per week.

This job description is to be considered a general outline of the duties and responsibilities of this position and is subject to changes and revisions by Camelback Mountain Resort at any time. Responsibilities are listed as guidelines only and the job is not necessarily limited to these specifications.