Two Rivers Metro District Operations Manager Position

Job Title
Community Operations Manager

Reports to
Two Rivers Metro District Board of Directors

Job Summary:

The Community Operations Manager is responsible for the overall operation and day-to-day implementation of policies, procedures, and programs to ensure a well-maintained Community. He/she maintains an acceptable environment for all residents; manages third party vendors and their duties; and oversees a community wide maintenance program. He/she should relate well to people, be able to effectively and professionally communicate both verbally and in writing, exercise good judgment and discretion in dealing with residents, visitors, vendors, and staff, and be comfortable using technology.

Essential Duties and Responsibilities include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by the Metro Board.

Community Services

- On call or reasonably available for Metro District Emergencies
- In charge of grounds and maintenance which includes roads, trails, ponds, pool and the community center
- Hire and oversee vendors who perform repairs and maintenance within the community
- Oversee landscaping and snow removal of Metro district property and ensure vendors perform agreed upon scope of services.
- Perform routine inspections of property, including but not limited to ensuring trash is being collected, bus stops are properly maintained, trails are accessible, etc.
- Coordinate community center rentals and gym memberships
- Ensure community center is prepared for rental, check in applicant before rental, check out applicant after rental, verify all supplies are stocked
- Manage owner relations regarding complaints, requests and communications
- Communicate community matters to the board
- Manage major improvement projects
- Parking Enforcement
- Work with Covenant Enforcement Office to ensure all covenants, by-laws and design guidelines are being followed

Administrative Responsibilities

- Attend Two Rivers Metro District Board meetings quarterly, or as scheduled.
- Prepare written manager reports for inclusion in Board meeting packet
- Responsible for thorough knowledge of community policies
- Makes recommendations for improving the community to the Metro Board
- Maintains weekly communication with Marchetti & Weaver
- Receives and logs community center rental applications and gym memberships, communicates with applicants, accepts payments, prepares deposits and sends to M&W for processing, ensures funds are deposited at bank.

Job Requirements

- Familiar with basic computer and internet use
- Efficient in Microsoft Suite Products – Outlook, Excel, and Word
- Ability to communicate effectively and professionally, both verbally and in writing, including email
- Must have own transportation
- Weekend Availability

Email resumes to Meghan@mwcpaa.com

NAI Mountain Commercial