

**Columbine Lake Country Club, Inc (CLCC)**

**General Manager Job Description**

**Position status**: Full-time employee

**Position supervisor:** President of the CLCC Board of Directors

**Position Description:**

The General Manager (GM) functions as the chief operating and administrative officer of CLCC, responsible for its day-to-day operations with specific responsibility for personnel, budgetary and administrative management, community and homeowners’ relationships, and facilities and grounds management and maintenance. The GM is responsible for the implementation of the rules and regulations of CLCC and the policies set by the Board of Directors, as well as the implementation of its annual goals and objectives. The GM reports to the Board of Directors through the President who provides regular guidance and direction. The GM will be measured on CLCC member satisfaction and the accomplishment of Board-stated objectives.

**Overall Responsibilities:**

The following are the expected overall responsibilities of the GM:

* + Personnel, budgetary and administrative management of CLCC operations including long range planning.
	+ The hiring, firing, directing and supervising of all employees (Office Manager, Technicians, Clubhouse Staff and contractors).
	+ Budget accountability and cost savings.
	+ Handling the purchasing of all major acquisitions of community property and equipment.
* Attendance and assistance with preparation for and the monthly CLCC Board of Director and Homeowners’ meetings.
* Community and homeowners’ relationships including:
	+ Implementation and enforcement of CLCC rules and regulations (but the GM shall **not** be responsible for responding to emergency member situations, refereeing disputes between members, matters of law enforcement or providing personal services for members.)
	+ Coordination with local, county, state and federal officials for issues that affect CLCC. Including, but not limited to the Town of Grand Lake, Grand County, Department of Wildlife, Grand Lake Metropolitan Recreation District, USACE, Rocky Mountain National Park, and Grand Lake Fire District.
	+ Coordination with local Boards of Directors and trustees on issues or activities which directly affect the Columbine Lake Subdivision. Act as the primary liaison between CLCC and these organizations.
	+ Plan, coordinate and execute social and cultural events for the community with volunteers.
* Facilities and grounds management and maintenance including:
	+ Upkeep of the existing physical plant.
	+ Maintaining the roads and the lake.
	+ Planning for modifications and expansions of CLCC facilities.
	+ Timely maintenance of CLCC equipment and vehicles.
	+ Report to the Board of Directors at monthly meetings and to the membership annually on the state of the lake, and issues affecting the community as a whole.
	+ Being available for snow plowing operations generally from the middle of November through the middle of April.
* The position requires off-hour and week-end availability in connection with association functions and maintenance needs, including snow plowing during winter months.
* Such other duties and responsibilities as may be designated from time to time by the Board of Directors.

**Specific Duties:**

The following are to be performed under the supervision and direction of the President and Board of Directors:

**Personnel, Budgetary and Administrative Management**

* Conduct and supervise the general business of CLCC such as supervising all office functions, including: approval of bills to be paid, payroll, collection of assessments, issuing permits, collecting appropriate fees, and ordering supplies. Negotiate and sign budgeted contracts for goods and outside services. The general supervision of all employees. In charge of hiring and firing all employees, full time and temporary. Address employee problems. Plan work schedules. Reevaluate pay scales for recommendation to the Board of Directors and conduct employee evaluations.
* Comprehensive knowledge of all CLCC governing documents.
* Act as coordinator of the Architectural Review Committee (ARC) by serving as a consultant and a resource to the Board of Directors and the ARC in matters pertaining to architectural control; attend all ARC meetings as an advisor, and in a non-voting capacity. As the manager of CLCC, primary contact person with all owners who are building, remodeling or improving their homes or property, including on-site inspection for grade elevation, proper setbacks, and compliance with height restrictions. As the manager of CLCC, supervise compliance with all building codes of Columbine Lake Covenants and ARC regulations.
* Assist the Board of Directors in the development of the annual budget and long-range Strategic Plan by providing input for future and ongoing projects to the Budget Committee. Monitor and recommend changes to the operating budget based on cost of living and rate increases. Execute final annual budget approved by the Board of Directors and the general membership. Coordinate necessary of or emergency items not in the budget with the Board Treasurer.
* Provide continuity to the general operation of the community as Board members, and staff change over time by providing a manager’s briefing on the community, organization and operations to new Board members upon request. Orient new employees to the community.
* Proactively identify issues throughout the community and advise and assist the Board of Directors on solutions.
* Annual review and recommendation to the Board of Directors on benefits, compensation packages and healthcare programs for the full time staff.
* Liaison with auditors and Treasurer on annual financial reviews and audits.

**Community and Homeowner Relations**

* Act as primary point of contact for all issues relating to covenants, by laws, Architectural Review Committee (ARC) rules and guidelines, policies and regulations of Columbine Lake Country Club, Inc. to include informing owners of rule violations, implementing and enforcing rules and regulations, assisting the Board of Directors in conducting hearings and enforcement actions and working with county officials when necessary.
* Act as director of CLCC member volunteer work projects and social events as necessary by planning and evaluating needs of community for recreation and social activities. Work with outside organizations as community needs dictate and CLCC policy permits.
* Be available to new owners in order to provide information concerning the community, history and general operations of CLCC.

**Facilities/Grounds Maintenance and Management**

* In charge of management and maintenance of Columbine Lake by regulating water flow in Harbison Ditch, including visual on-site inspection from head gate to lake outlet. Maintain proper water levels in lake. Fish management, including arrangement for stocking several times a year. Contact proper agencies to ensure ongoing and future well-being of the lake foliage and fish.
* Manage and perform maintenance on all community facilities to include the following:
	+ Clubhouse interior and exterior maintenance
	+ Keep pool and hot tub clean and functioning properly. Must be certified by the State of Colorado in swimming pool and spa operation.
	+ Office building interior and exterior maintenance.
	+ Manage trash area, including pickup of trash overflow.
	+ Keep shop building and area organized and well maintained.
	+ Maintain boat racks and supervise removal of boats in fall.
	+ Keep kid’s playground and equipment well maintained.
	+ Upkeep of Tract D (horse pasture).
* Manage and perform maintenance of all CLCC roads and common grounds by conducting winter snow plowing and removal operations to keep all roads safe and passable. Ensure roads and grounds are maintained properly during summer months, including operation of road maintenance equipment. Coordinate dust control measures, to include outside contractors.
* Operate and maintain all CLCC equipment in good working condition such as pickup trucks and snowplow equipment, front end loader and accessories, and all other equipment.
* Advise and assist the Board of Directors in the development of Environmental programs with the CLCC community. Execute market and promote environmental programs within the subdivision. These programs include but are not limited to:
	+ The CLCC fire mitigation program, including beetle spraying, tree removal, and coordination with agencies involved in the community wildfire protection program.
	+ Mosquito and larvae control.
	+ Lake and water issues.
	+ Wildlife management including fish stocking, pets and animal control
	+ Dust control for roads.
	+ Safe disposal of waste oil and paint products.
	+ Preservation of wetlands.
* Serve as the “ditch rider” for the Harbison Ditch with responsibility for the maintenance and water flow of the Harbison Ditch from the Tonahutu Creek until the water departs the Columbine Lake Subdivision. Coordinate with water rights holders on the Harbison and Howard Ditch for any and all issues concerning water rights, flow or modifications to the Ditch. Work closely with the Rocky Mountain National Park staff, the District Water Commissioner, Columbine Lake Water District and the Grand Lake Recreation District to ensure the smooth operation of the Ditch while open. Represent CLLC in addressing any issues concerning water flow through the Ditch with interested parties.

**Qualifications:**

* College degree preferred.
* Must have extensive experience managing staff, budgets, and projects. Facilities management a plus.
* Excellent leadership, organizational, written and verbal communication, and negotiation skills.
* Excellent teamwork and interpersonal skills and the ability to work effectively with a wide variety of people including board members and officers, homeowners, staff, volunteers, contractors and public officials.
* Must be self-motivated and able to operate independently.
* Able to operate and maintain vehicles and heavy equipment.
* Basic computers skills, including Microsoft Office.
* Subject to 24 hour, off hour and weekend availability due to meetings, association functions, snow plowing, and emergency maintenance.

**Essential Job Functions:**

Must be able to see, speak, hear, think, walk, bend, stoop, squat, climb stairs, push, pull and reach overhead with hands and arms. Must be able to lift at least 51 lbs. Tolerate repetitive continual movement on your feet. Climb ladders (all types). Must be able to operate a vehicle safely for extended periods of time, to include winter weather conditions. Possess good vision (normal or corrected). Read, understand and speak English.