

General Manager Position Description

Columbine Lake Country Club is a self-governing HOA located in a beautiful mountain setting at the base of Rocky Mountain National Park in Grand Lake, Colorado. The growing community with approximately 500 residences enjoys and maintains access to a rare 50-acre private natural lake with picnic and open spaces, as well as a clubhouse with indoor pool and spa. We are looking for a General Manager to oversee everything from maintenance and staff to community relations. The GM reports to the Board of Directors.

Essential skills for the job include:

- (1) Strong interpersonal skills Including ability to communicate effectively with community members, Board of Directors, outside service vendors/suppliers and government agencies such as Colorado Department of Wildlife and Grand Lake Fire District.
- (2) Competence in Microsoft office and in web-based software.
- (3) General knowledge of basic construction and the ability to coordinate with maintenance technicians and outside contractors.
- (4) Ability to safely operate heavy equipment for snow removal and road maintenance. Ability to lift, reach, climb ladders and work outside in all conditions.

Important responsibilities include:

- (1) Oversee the maintenance and upkeep of roads, culverts and shoulders. Snow must be plowed in the winter and dust must be controlled in the summer. Potholes must be repaired regularly.
- (2) Supervise and schedule all staff which currently includes two full-time employees and eight part-time employees.
- (3) Monitor and control costs and income based on annual budget and reserve schedule. Coordinate with BOD Treasurer to make budget recommendations.
- (4) Manage and maintain Columbine Lake including regulating water flow in the Harbison Ditch, visual onsite inspection from head gate to lake outlet, maintaining proper water levels and fish management.
- (5) Manage and maintain all community facilities including trash area, clubhouse, office, maintenance building, and horse pasture.
- (6) Manage and maintain pool and hot tub, boat racks, fences, speed bumps, playground equipment and all other community property. Pool Operator certification, or ability to obtain, required.
- (7) Manage, maintain and regularly inventory all vehicles, tools and equipment.
- (8) Coordinate BOD monthly meeting and report to BOD at monthly meetings. Report to the membership annually on the state of the lake and issues affecting the community.

- (9) Coordinate Architectural Review Committee including attending all ARC meetings and serving as the primary contact person for all owners who are building, remodeling or improving their homes, including on-site inspection for compliance with design standards.
- (10) As necessary, organize and direct social activities and volunteers
- (11) Effectively and efficiently maintain communications with the CLCC community
- (12) Maintain consistent and effective mosquito control and wildfire mitigation efforts

The members of the CLCC community need a community-oriented GM who will effectively and responsibly manage everything necessary to keep the community functioning at all times. Scheduling will be flexible with some evening and weekend work required.