



# CAMP GOLF

10005 W. Emerald Coast Parkway Miramar Beach, Florida 32550

Job Title: Maintenance/Project Supervisor Employment Status: Workamper

### Company Expectations:

CAMP GOLF expects you to conduct yourself with the utmost integrity and honesty, knowing that you are representing CAMP GOLF at all times, during work and off work hours while on the premises. As an employee, your attitude shall be that of friendliness, teamwork, and cooperation at all times. You are to be productive while on the clock and work your scheduled hours. CAMP GOLF's Policies Manual is to be followed at all times and you are expected to exemplify the highest level of customer service.

### Job Descriptions:

The Supervisor of the Maintenance and Projects staff will support the goals and standards of CAMP GOLF management through effective teamwork, overseeing these employees so that they show the utmost performance, attitude, and customer service. The Maintenance/Project Supervisor will refer to Policy Manual for standards of all jobs to assure that maintenance and projects are to be performed efficiently and professionally. This Supervisor is responsible for keeping a list of Projects approved by the General Manager and monitoring all projects and maintenance repairs. The M/PS is to report any issues and employee excellence or misconduct to the Assistant General Manager. The Maintenance/Projects personnel will always direct the guests to the SUNNYBOOK for what they need during their stay here and report any item that needs repairs to the Maintenance Department.

### Responsibilities:

- To keep "Guest Experience" first. (CAMP GOLF - Campers Are My Priority)
- TO PERFORM ALL MAINTENANCE/PROJECT DUTIES.
- To supervise all Maintenance/Project staff.
- To perform quarterly inventory of all equipment.
- Provide an updated Project summary to the Assistant General Manager submitted weekly.
- To train maintenance/project staff in general electricity needs of CAMP GOLF.
- To maintain supply inventory with requests for needed items.
- Safe Chemical management.
- To do quarterly equipment inventory.
- To provide a schedule employee golf cart maintenance log.
- Filing and record keeping for all equipment items.
- To enforce tool usage policy.
- To help in projects and to make sure they are complete and cleaned up upon completion.
- To keep maintenance shop and barn organized and clean.

### Skills:

- Experience in electric, plumbing, carpentry, mechanical and construction.
- Understand and be able to operate common power and hand tools.
- Experience in the use of heavy equipment.
- To provide good customer service.
- Good communication and situation solving skills.
- Previous experience in professional supervisory skills.

### Conditions of Work:

- Must be able to push/pull/lift up to 25 pounds. Job frequently requires use of arms, hands, and fingers. Requires walking, sitting, crouching, kneeling, and standing.
- Must be able to use ladders.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*While this job description is intended to be an accurate reflection of the essential job required, management reserves the rights to modify, add, or remove duties from particular jobs and to assign other duties as necessary.*