



Fraternal Order of Eagles

Grand Aerie Position Guide

Position: Eagle Village Operations Manager

Statement of Purpose

The Eagle Village Operations Manager will be primarily responsible for the day-to-day operations of the Eagle Village. The responsibilities would include property management and oversight and performance of all maintenance duties. This position reports to the Eagle Village Board.

Responsibilities

- Perform, oversee, and review maintenance and repair of facility.
- Establish routine and on-going maintenance schedules.
- Responsible for continuous safety and quality inspections of facility.
- Responsible for all regulatory and legal obligations and requisite communication with Grand Aerie office.
- Maintain inventory of all equipment and other assets.
- Solicit bids from, seek Eagle Village Board approval for, provide oversight to and evaluate sub-contractors.
- Effectively communicate with staff, village residents, the Grand Aerie, and the general public.
- Monitor, review, and evaluate staff performance.
- Insure staff compliance with the policy manual.
- Other duties as may be required by Eagle Village Board and policy manual.

Position Specifications

- Experience in property management, construction, and maintenance.
- Organizational skills as related to property management.
- Ability to assess and respond quickly and effectively to problem areas.
- Analytical skills and experience with data and computers (specifically Microsoft Office software).
- Conflict resolution skills.
- Ability to multitask on projects and assignments.
- Ability to effectively communicate with co-workers, department heads, the Eagle Village Board, and members of the general public.

Educational Requirements

- Bachelor's or technical degree preferred. High school diploma or GED required.