



JOB DESCRIPTION

General Property Manager

REQUIREMENTS

- Experience with General Property Maintenance and Management
- Time Management, Scheduling, Organizational, and Personnel Skills
- Effective Problem Solving/Analysis and Resolve
- Project Management
- Effective and Respectful Communication with all Parties
- General Electrical, Plumbing, and HVAC Knowledge
- Proficient of Use Microsoft Outlook, Word, Excel

EXPECTATIONS

- Make effective decisions effecting daily operational performance. Must have ability to handle high information load. Requires review and analysis of technical information including drawings, equipment manuals, repair directives, etc.
- Oversee all general maintenance, upkeep of facility and equipment, and preventative projects
- Plan and schedule subcontractors, cost estimates, monitoring timelines
- Proactively propose solutions to both current and preventative challenges; attempt to foresee and correct issues before they become an emergency
- Schedule and direct the daily activities of maintenance staff to ensure completion of assigned, planned and unplanned work is completed correctly and efficiently
- Maintain any and all preventative maintenance on facility, equipment, grounds
- Recognize where there are possible issues with facilities, and work to rectify with resolve
- Logistical support of the Events department; i.e. set-up, tear-down, general equipment needs
- Ensure property is MIOSHA compliant and maintain all life safety program policies, procedures, and records

PHYSICAL DEMANDS

- May exceed 50/hrs. per week and be ready to work on Holidays if needed
- The job is physical and requires heavy lifting (within reason) at times
- Job can be dirty with regards to soil, chemicals, lubricants, building materials, etc.

WORK ENVIRONMENT

- Work will be located within Black Star Farms, Suttons Bay
- Farm, Inn, Winery, Tasting Room, Mechanical Rooms, Paddocks, Winery, Barn, etc.





OTHER DUTIES

- Address any situation or challenge to ensure the property is operating efficiently and smoothly
- Be the initial responder to on-site mechanical, electrical, plumbing, grounds, building issues and coordinate repair or make the repair yourself
- Responsible for all general maintenance items regarding building upkeep. Responsible for keeping the property in tip-top shape
- Responsible for maintenance and general upkeep of all vehicles and equipment
- Support Events department when and where needed regarding set-up and tear down of events
Provide all general logistical support to ensure any and all events run smoothly
- Support the General Manager regarding special projects and general needs
- Organize and streamline facility systems, procedures, and equipment
- Maintain ALL records and reports relating to property wide maintenance schedules for vehicles, HVAC, buildings, grounds, etc.
- Readiness and willingness to jump in when and where needed to ensure general operations of the facility, grounds, and equipment are in working order while supporting operational entities during the course of business

