

## Director of DPW

### Job description

Arrowhead Lake is one of the leading privately owned, gated communities in the scenic Pocono Mountains. Our mission is to ensure the enjoyment of our community for current and future generations. We are looking to add a Director of Public Works to our team who will share our energy and enthusiasm for creating the best experience possible for our membership. The DPW Director will help lead the association into the future with an unyielding commitment to progressive leadership and strategic initiatives. The association has all the necessary ingredients for growth and success with an excellent reputation, a committed staff, and an active board.

This position coordinates and manages the maintenance, service and repairs of the Association's roads and facilities. Monitors vehicles and equipment and ensures efficiency and effectiveness by adhering to preventative maintenance schedules and educating staff of the proper use and care of property. Plans and schedules all maintenance activities for facilities through the periodic survey of Association property, in accordance with industry standards and/or best practices. Director is the point of contact for regulatory agencies requiring licenses or certifications. Operates and trains users of specialized department equipment.

Coordinates professional development needs of the department, and entire organization as needed/required, regarding industry trade organizations and/or OSHA guidelines while adhering to all Association policies and procedures. Responsible for coordination of emergency response actions or schedules as outlined in the Association EAP plan.

Budget creation for assigned cost center(s), analysis, and reporting for the department as well as attendance of committee and board meetings as needed. Time and project management skills needed in order to consult with the General Manager regularly regarding department tasks. Ensures that project/department milestones/goals are met and adhering to approved budgets through regular meetings with staff and other relevant departments. Keeps abreast of changes in governmental rules and regulations as well as industry trends. Acts as a liaison with external vendors and coordinates contracts for services within budgetary and Association guidelines. Maintains inventory for department and ensures proper supplies and equipment are maintained for efficient operations. Conducts inspections of work sites/areas to ensure and verify quality of work that is being performed by department personnel and external vendors. Other responsibilities as assigned.

### Requirements:

3-5 years' experience in a related field with 1-3 years' supervisory experience.

Ability to work a flexible schedule including evenings, weekends, and on-call.

Background screening

Valid Driver's license

Preferred but not required:

Road/Heavy Equipment experience

GIS Operations

Regulatory Agency Permitting process

OSHA certifications

HOA experience

Benefits:

Excellent salary

PTO

Paid Holidays

Company paid health premiums and HRA

Vision and Dental

Supplemental Insurance

Life/Disability insurance

401k 50% match

Employee Assistance Program

Paid training

Arrowhead Lake Community Association is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Job Type: Full-time