



CONSERVATION FOUNDATION *of the Gulf Coast*

Title: Resident Manager (Bay Preserve at Osprey)
Reports to: Land Steward
Supports: Director of Land Protection
Supervises: Vendors and volunteers, as needed
Compensation: Employee is compensated with on-site housing

POSITION SUMMARY

The Resident Manager is responsible for the general maintenance and appearance of Bay Preserve at Osprey and other CFGC properties, as well as providing basic onsite safety and security supervision for Bay Preserve. Duties include replenishing supplies, removing trash, checking to see that systems are functioning properly, maintaining decorative landscaping and signage, and performing actions necessary to secure Preserves according to instructions. The Resident Manager will promptly report any problems outside the norm to the Land Steward.

DUTIES AND RESPONSIBILITIES

Resident Manager establishes a yearly Work Plan to guide their work. Monthly maintenance schedules (both times and priorities) are created by Resident Manager to support that work plan in coordination with Land Steward at least 1 month in advance, and including at a minimum:

Blue Cottage Resident

- One 8-hr day per week during CFGC office hours
- 2 additional 4 hour days per month, weekdays or weekends
- Nightly security duties
- Additional requirement to work during Wild About Nature Festival (1st Saturday in November) and Palm Ball (1st Saturday in February)

Green Cottage Resident

- Two 8-hr days per week (weekdays preferred)
- Nightly security duties
- Additional requirement to work during Wild About Nature Festival (1st Saturday in November) and Palm Ball (1st Saturday in February)

Resident Manager will schedule maintenance activities with the Land Steward in order to coordinate with upcoming events and stewardship goals. Assignments and responsibilities of Resident Manager fall under the following categories:

- **Site Security** (including inspecting, maintaining, and locking gates and doors, responding to alarm calls, walking properties as needed to inspect for suspicious activity, documenting

and reporting any suspicious activity)

- **Vegetation Maintenance** (including maintaining, pruning, and inspecting all vegetation and assisting with weed removal)
- **Grounds Maintenance** (including collecting and disposing of debris, litter, and other objects on the grounds, repairing damage to the parking area, filling potholes, spreading mulch, overseeing irrigation, and sweeping sidewalks and patio areas)
- **Structure Maintenance/Cleaning** (including vacuuming, sweeping and mopping the Main House, Carriage House and Bamboo Cottage offices, cleaning the bathrooms at the Main House, Carriage House, Bamboo Cottage offices and Performance Pavilion, collecting garbage from the aforementioned structures and placing at the trash pick-up site (Green Cottage) on the evening prior to the regular weekly trash pickup, and other cleaning tasks as directed)
- **Repairs** (including basic repair tasks at the structures and improvements at CFGC Properties, including Bay Preserve on-site housing for Resident Manager)
- **Special Events** (including assisting with parking, site security, preventing unwanted guests from entering, escorting unwelcome guests off properties, and pre-event and post-event cleanup)
- **Park Operation** (including enforcing and explaining park rules to park visitors)
- **Park Improvement** (including installation of irrigation lines, light fixtures, signs and fences)
- **Public Relations** (including talking with park users about Conservation Foundation's mission, how to support Conservation Foundation, explaining park rules, and explaining site rental programs)
- **Volunteer Coordination** (including establishing good relationships with volunteers, planning and leading volunteer workdays)

FOCUS PROPERTIES

- Bay Preserve at Osprey is the #1 focus of Resident Manager
- Resident Manager will work on Tarpon Point Landing, Pine Island Preserve at Matlacha Pass, Siesta Key Preserve, and other properties to the extent established in their yearly Work Plan

REQUIREMENTS

- Living in onsite housing
- A satisfactory background check.
- Physical ability to walk outside extensively, drive a golf cart, carry filled trash cans, balance on a ladder, climb stairs, swim, tolerate dust, mildew and other issues commonly encountered in maintenance of indoor/outdoor properties.
- A valid Florida driver's license, proof of insurance, and a personal vehicle for transportation to CFGC properties
- Attention to detail, desire to ensure that Bay Preserve and other CFGC properties present the best image of Conservation Foundation at all times
- A positive attitude and ability to speak clearly and politely with visitors and staff.
- A genuine appreciation for historic buildings and environmental conservation.

REQUIREMENTS FOR LIVING ONSITE

As a condition of Resident Manager's employment, the Foundation requires that Resident Manager live on-site in housing provided by the Foundation. Foundation will not charge Resident Manager any rent for use of the on-site housing, however Resident Manager will be responsible for paying all utility bills (except water) and incidental expenses (replacing air conditioning filters, refilling above ground propane tank, etc.) resulting from Resident Manager's use of the on-site housing. During Resident Manager's stay in Foundation housing, Resident Manager shall:

- promptly pay all utility bills

- comply with all obligations imposed by applicable provisions of building, housing and health codes and allow Land Steward to enter unit for inspection and pest control;
- keep that part of the premises which Resident Manager occupies and uses, clean and sanitary;
- remove from their dwelling unit all garbage in a clean and sanitary manner
- keep all plumbing fixtures and facilities in the dwelling unit clean, sanitary and in good repair;
- use and operate in a reasonable manner: all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appliances;
- not destroy, deface, damage, impair, remove, remodel or alter any part of the premises or property therein belonging to Foundation, nor permit any person to do so;
- conduct himself/herself and require other persons on the premises with his/her consent to conduct themselves in a manner that does not unreasonably disturb his/her neighbors or constitute a breach of the peace;
- not sublet nor allow guests to stay at the Bay Preserve property for longer than forty-eight hours without authorization from Land Steward or Director of Land Protection;
- not allow guests to use facilities at Bay Preserve in a manner not otherwise afforded to the general public without prior authorization from Foundation staff;
- not store flammable liquids or illegal plants or drugs on the premises;
- not smoke or allow pets inside Bay Preserve facilities without prior authorization; and
- pay for and/or sufficiently repair at its expense any damage to Bay Preserve and facilities caused directly by Resident Manager or Resident Manager's invitees.

Vacation Policy

Recognizing that one day per week represents the majority of a resident manager's work week, one vacation day (or 1.5-2 vacation days, depending on the week) shall be treated as a full week's vacation.

Resident Manager shall have the ability to take 4.5 days off per year, or 6 days off per year if they have been employed by the Foundation for more than 5 years.

In order to take vacation time, Resident Manager will complete the Absence Request form for advanced approval required by all Foundation employees. If time off results in resident manager being off site for one week or more, coordination with the other resident manager and staff is required. Should days be missed during a week that are not pre-authorized vacation days, Resident Manager will make that time up at a time agreed upon with Land Steward. It is the expectation of CFGC that one resident manager will be onsite for the majority of any week.

Sick days are treated the same as vacation days.

Updated March 14, 2018