

## **Assistant Manager and Maintenance Position at French Camp RV Park Located in Manteca, CA**

We are looking for a power couple to live on-site and fill an Assistant Manager's position and Maintenance Position.

The Assistant Manager will work closely with the General Manager on day-to-day activities. For example, work with current and new guests, organize, strategize, and coordinate operations, and help in other areas as needed (i.e. work at the front desk, welcome customers, use QuickBooks, etc).

The Maintenance position entails groundskeeping, working with the senior maintenance tech for sewer plant cross training/oversight, buffer tank and lift station work, etc. As well as provide park security oversight.

### **Job Description**

Onsite RV Park Assistant Manager and Maintenance Person Position available in Manteca, California. Exceptionally Well-Maintained, 198-Space, All Age, Daily/Bi-Weekly/Monthly RV Park community that is Quiet, Gated and with a "home-like" atmosphere. Conveniently located near major shopping centers, restaurants, and local attractions.

### **Essential Functions:**

Effectively market our RV Park communities  
Maintain Occupancy  
Conduct Move ins and Move Outs  
Answer and return calls, texts and emails  
Rent Collection  
Answer Tenant questions and resolve tenant issues or complaints  
Make sure tenants are following policy  
Open & Close Park Facilities Daily  
Manage vendors  
Maintain Park facilities and grounds  
Year-Round Pool Maintenance  
Handle Park Maintenance Projects as needed

### **Requirements:**

Valid Driver's License and vehicle insurance  
Ability to work Office Hours of Monday to Friday 8am – 4:30pm, Saturday and Sunday 8am-4pm, & Park Facility Close-Up Hours of 9:00-9:30pm  
Ability to be available for Park Emergencies  
Ability to cover for Manager when they are sick or go on vacation

Computer and office work experience  
Effective written and verbal communication  
Maintain professional dress attire  
Ability to problem solve efficiently  
Ability to work with tenants of various backgrounds and find resolution to issues  
Ability to perform maintenance

**What we offer:**

Onsite Housing  
Full-time Paid Position for Two People  
Paid vacation and sick pay  
Permanent Assistant Management Position and Maintenance Position (not a Seasonal or Temporary position)