

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)

Please contact Jalfred Alvarado at wms.jalvarado@gmail.com or at 650-773-4465 if interested.