



PLANTATION ACRES IMPROVEMENT DISTRICT

Job Title: District Manager

Reports To: District Administrator

Job Summary

The District Manager is responsible for implementing the policies and decisions of the Plantation Acres Improvement District (PAID) Board of Commissioners. The District Manager provides overall direction, supervision of all day-to-day operation of the District to assure that all site operations are in compliance with established policies and procedures, and are consistent with PAID's overall objectives. The District Manager is the primary liaison with the PAID Board of Commissioners.

Primary Duties & Responsibilities

(The following examples are intended to be descriptive, but not restrictive.)

1. Enforce Board policies, follow Charter dictates, ensure compliance with Florida Statutes and Broward County ordinances.
2. Prepare weekly and monthly reports to Board and Administrator
3. Maintain records of Board minutes and deliver to Secretary
4. Maintain the procedure manual and all amendments thereto
5. Meet with residents and address concerns as needed
6. Maintain purchase order history and payment records
7. Make purchases for routine projects and maintenance up to \$500.00 per item
8. Make large purchases for projects after receiving prior authorization from Board or Administrator
9. Maintain personnel files
10. Process payroll for all employees
11. Review employee time sheets for accuracy
12. Report all employee concerns (including injuries, disciplinary issues) to District, Administrator
13. Prepare employee schedule, manage time off requests, and ensure all projects are appropriately staffed
14. Make decisions as to maintenance projects, including coordination with third-party vendors
15. Handle C.O. inspections for new residences, additions, fences, etc.
16. Prepare and maintain weekly invoices for Administrator
17. Maintain daily rain data
18. Patrol district minimum of twice daily (morning and afternoon)



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19. Attend meetings as needed on behalf of the District
20. Monitor for severe weather/hurricane events and make decisions for proper response and management
21. Respond to communications from staff, residents, District, and third-party agencies as needed
22. Manage all equipment owned and operated by District as needed
23. Monitor and order pump station fuel
24. Report possible violations to engineering for confirmation and possible processing
25. Perform tasks as assigned by Board of Commissioners, Administrator

Peripheral Duties:

Communicate with staff, community and Board of Commissioners in a manner that promotes problem solving and implementing the District's short-term and long-term goals. Always comply with the Sunshine Law when working with Trustees. Attend all District meetings and respond to Board inquiries in a timely manner. Keep the Board informed of all operational matters, but especially matters that may require a change in policy or legal action.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements outlined below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Associate Degree: Bachelors Degree preferred; two to four years related experience and/or training.

Communication Skills

Must have excellent communication skills. Must have fluent command of the English language. Ability to read and comprehend instructions, correspondence, and memos. Ability to communicate effectively orally and in writing appropriate business type correspondence. Ability to effectively present information to residents and owners, Board of Commissioners and other employees of the organization, and the public. Should possess excellent phone etiquette.

Reasoning Ability

Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to effectively perform with multiple tasks simultaneously. Ability to deal with problems involving multiple variables in standardized situations. Ability to effectively deal with people, subordinates, Board members, and property owners.



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Computer Skills

Working knowledge and proficiency of word processing, spreadsheet, e-mail and other office related computer programs. Must be computer literate.

Maps – Utility Drawings – Construction Drawings

Should be able to read and understand various professional documents.

General Knowledge – Construction

Building, Utility, Electrical, Plumbing, Excavation, Pond Systems, Drainage, Conservation, etc.

Supervisory Skills

Strong administrative and organizational skills, time management, ability to prioritize, professional image, strong customer service orientation, knowledge of on-site maintenance requirements including dealing with vendors and contractors, negotiating, problem solving, decision making, effective allocation of resources, employee relations.

Certificates, Licenses, Registrations

A valid Florida's Vehicle Operator's License.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work outdoors in the field, including ability to withstand inclement weather and heat.
2. Ability to stand for long periods of time
3. Ability to drive with valid driving credentials
4. Ability to lift, carry, push, and pull more than 25 lbs.
5. Ability to stoop and bend frequently
6. Ability to work a full-time schedule
7. Ability to work on-call weekends and nights



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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Though many of the functions can be completed in an office environment, this position also requires frequent work outdoors within the District both in a management capacity and assisting other District employees as needed. The District Manager is expected to be able and willing to perform essential job functions in inclement weather, heat, humidity, etc.

Salary and Benefits

Salary is negotiable based on relevant experience and qualifications.

This position includes participation in the Florida Retirement System, paid vacation and personal time off, and medical and dental insurance for employee only.