

PROPERTY SUPERVISOR POSITION DESCRIPTION

ABOUT USDAN

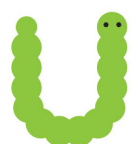
Usdan is the nation's preeminent not-for-profit day camp for the arts. Profiled in *The New York Times* and in *Time Magazine*, Usdan has been declared a "Best Of" camp by TimeOutNY/Kids, and by NY Metro Parents. Diverse and playfully rigorous from the start, for fifty years we have brought world-class teachers and visiting artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets and novelists – to teach and collaborate with Usdan campers ages 4 to 18. On 140 acres of natural beauty, students find the literal and metaphoric space to push their existing talents and delve into new ones. With nearly 100 classes and 1,600 students each summer, every camper from beginning to advanced is guided on a path of individual creative growth by a team of artists and talented arts educators. Our alumni include Natalie Portman, Jackie Hoffman, Olivia Thirlby, Stacey London, and Lisa Gay Hamilton; singers Jane Monheit, Taylor Dayne, and Mariah Carey; Tony-nominated playwright Michele Lowe, Grammy-Award winning producer Adam Abeshouse, Broadway personality Seth Rudetsky, Juilliard conductor Adam Glaser, and members of major American orchestras, dance and theater companies.

JOB PURPOSE

The Property Supervisor will oversee 140 acres of grounds and 70+ studios and performance spaces, the majority of which are housed in individual buildings. This position is integral to the overall operations of the camp. The Property Supervisor will oversee a staff of approximately 25 employees, including two direct reports to insure all grounds and facilities are maintained and that the needs for the spaces are addressed in a timely manner.

ROLES AND RESPONSIBILITIES

- Supervise the Director of Facilities and Facilities Manager and indirectly supervise their staffs.
- Manage all aspects of camp property including site maintenance and repairs, systems, and an inventory of tools, equipment, vehicles and supplies.
- Manage and source external contractors, vendors, the bidding process and negotiate contractors.
- Hands on supervision to assist with repairs and maintenance of facilities, as needed.
- Help prepare camp for opening.
- Coordinate with security, IT, and telephone staff and providers.
- Provide recommendations to Senior Director of Finance & Operations for facility improvements and site repairs.
- Follow Usdan policies and guidelines and ensures compliance with relevant federal, state, and local laws, regulations, and codes.



- Act as a professional Usdan representative.
- Perform other duties as assigned.

QUALIFICATIONS & SKILLS REQUIRED

- Experience in grounds and property maintenance.
- Basic plumbing, carpentry, electrical skills and mechanical repair.
- Knowledge of local codes and best practices in facilities and grounds management.
- Knowledge or willingness to learn Department of Health regulations.
- Ability to stand and walk for long periods of time.
- Willingness to climb ladders, work at heights and in a variety of weather conditions.
- Familiarity with the use of power equipment.
- Commitment and ability to work collaboratively with others.
- Ability to teach skills to other staff members.
- Strong oral and written communication skills and problem solving skills.
- Organized and detail-oriented.
- Outstanding supervisory skills.
- Ability to remain calm and maintain perspective under pressure.
- Ability to be flexible and adapt to changing needs.
- High school diploma or equivalent.
- Valid driver's license.
- Ability to multi-task.
- Ability to read building or site plans.

SALARY

Based on experience.

STATUS

Full-time, Mondays through Fridays. The role will require some additional evening and weekend hours.

TO APPLY

No phone calls please. To apply, visit usdan.org/employment.