

## **DIRECTOR OF PROPERTIES DUTIES**

Responsible of overall service and maintenance level at all JEE properties

HR Responsibility, Hiring and Firing, local rules and regulation compliance

Approve vacation schedules, bonus schedules and salary negotiations as directed

Prepare service manuals for all properties to insure uniform service levels

Prepare Maintenance manuals for all properties

Travel ahead of JEE to ensure highest level of preparedness

Develop staff training roadmaps/goals

Work with House and Island managers to ensure best possible staff training.

Approve operating expenses and develop purchasing standards with Purchase manager

Step in as interim manager at various properties during vacation, vacancies or illness

Develop security plans, medical evacuation plans, hurricane preparedness

Research capital expenditures, i.e. new boats, cars, renovation projects, security systems etc.

Develop and implement systems for optimizing staff, utilities usage and other money savers