

Job Description

LSJ/GSJ Field Manager (FM)

The Field Manager oversees all areas of island maintenance and upkeep, including landscaping, engineering, outside vendors and special projects.

Main Compound and outer areas are under the direction of the House Manager, but Field Manager will supply the labor for that departments projects when needed.

CREW:

- Schedules and directs the crew's daily movements and work orders.
- Schedules all crew (Except housekeeping, House Manager and MC landscape) and briefs them each morning about the day's activities.
- Maintains attendance records for all crew
- Hires and directs cash workers when needed
- Schedules outside vendor visits, following all protocols for NDA signing and supervises them while on LSJ/GSJ

MAINTENANCE:

- Does daily drive of both islands to check condition of landscaping, irrigation, construction projects and overall island condition. Reports findings to JEE and adds to punch list. Performs 2 weekly drives with landscaping manager to discuss condition of landscaping, needs for fertilizing, staying on top of issues.
- Oversees painting, carpentry and irrigation work, purchases materials as needed. Confirms with Rich Kahn that projects have green light.
- Keeps track of punch list and schedule all work based on priority.
- Ensures that all tunnel areas are organized and tidy (carpentry, irrigation, paint and marine shops)
- Ensure that the crew have the tools needed for their jobs
- Keeps track of island vehicles, schedules vehicle transport between islands
- Performs final checks of all departments checklists before JEE arrival
- Keeps JEE informed of all projects and their progress by supplying photo documentation
- Weekly maintenance meetings with engineering regarding R/O Plant, Generators and pool systems condition and upkeep

FINANCE:

- Obtains bids for new projects and forward to Rich Kahn and JEE for approval
- Submit estimates for vehicle and machinery repair costs for larger repairs that require ordering of spare parts.
- Submits estimates for all new plant/tree purchases for approval
- Oversees barge schedules and optimizes barge runs to be as efficient as possible