

BEAVER CREEK METROPOLITAN DISTRICT

POSITION DESCRIPTION:

POSITION: GENERAL MANAGER

REPORTS TO: Board of Directors, Beaver Creek Metropolitan District (BCMD)

RESPONSIBILITIES:

ADMINISTRATION

Management. Establishes and maintains positive relationships with other entities related to BCMD, including but not limited to Beaver Creek Resort Company, Vail Resorts, Beaver Creek Property Owners Association, Vail Valley Foundation, Eagle County, Town of Avon, Eagle River Water and Sanitation, and Eagle River Fire Protection District. Plan, direct and monitor BCMD daily operations, including the following: *Village Operations* (road maintenance, snowmelt system maintenance, snow plowing and removal, landscaping & irrigation, weed & pest control, storm sewer, rights of way and utility easements); *Transportation* (shuttle service, parking lot service, vehicles maintenance, and bus stops and wayfinding); *Public Safety* (fire protection, traffic and safety controls for roadways, paths, and pedestrian areas, wayfinding and signage). Works closely with Vail Resorts to interview, attract, hire, and approve all “operations personnel” performing contracted services for BCMD. Maintains and updates BCMD records.

Planning. Plans, directs, and assists in the development and execution of BCMD’s long and short term strategic initiatives, including annual maintenance projects, facility and service enhancement, and capital replacement.

Legal. Coordinates legal matters with the BCMD’s outside legal counsel. Procures, drafts and/or reviews and administers contracts with various service providers to BCMD.

Risk Management. Acts as BCMD’s risk manager. Reviews and monitors contract service provider equipment training and employee safety programs. Oversees insurance coverage, safety loss and liability exposure programs.

Board Meetings. Plans, coordinates, schedules and assists the BCMD Chairman in the conduct of the monthly and special board of directors’ meetings. Prepares and distributes meeting notices, meeting agendas, and meeting packets, and maintains the record of proceedings (minutes) of all meetings.

Other Meeting Attendance. Attends as required, meetings held by the Beaver Creek Resort Company, Eagle River Fire Protection District, Eagle County, and Town of Avon, and other public and private entities representing BCMD interests

BCMD Elections. Serves as, or works with, the Designated Election Official to administer BCMD's regular and special elections.

FINANCE

Annual Budget. Works with the BCMD accountant and contractors to develop an annual budget.

Accounting. Manages BCMD operational expenses within the approved annual budget. Works with BCMD's accountant to develop financial reports and administer payment of expenses.

OPERATIONS

Operations and Maintenance. Responsible for the management and coordination of all contracted service providers. Maintains a log of all reported BCMD accidents and injuries. Coordinates with Vail Resorts' operations personnel assignments for proper contracted service coverage during normal and high demand periods. Oversight of day-to-day scheduling and setting priorities for all contracted personnel activities/focus.

Contract / Agreement Administration. Develops, negotiates, and administers service agreements with BCMD contractors, including engineering, street and road maintenance, vehicle and equipment maintenance, transportation, landscape and irrigation, pest control, mechanical service, fire protection, water and sanitation service, and other private and government agencies as required. Presents and makes recommendations regarding contractual matters to the BCMD board of directors.

Construction. Responsible for the development and coordination of all BCMD construction projects. Acts as project manager or owner's representative on all construction projects. Responsible for coordinating the design, bidding, and project development with engineers, architects and contractors.

Easement and Right-of-Way Management. Responsible for reviewing and administering all encroachment and road cut requests to do work within BCMD easements and rights-of-way.

Other Duties. Perform other operational duties and responsibilities as the BCMD board of directors may deem appropriate.

COMMUNICATIONS

Personal / Direct Communication. Responds orally and in writing to property owners, merchants, hoteliers, guests, and others on questions and concerns regarding BCMD operations, policies, administration, financial and project matters. Meets with leaders and members of other districts, municipalities, and other government agencies to communicate BCMD positions, concerns and matters of common interest. Functions as a liaison with the Beaver Creek Resort Company and Vail Resorts on all matters of mutual interest.

Publications. In conjunction with the BCMD Secretary - writes, edits, and coordinates periodic printed articles, notices, newsletters, fact sheets, web site updates and other mailings to constituents to inform them of BCMD, resort, and community matters of common interest.