

Professional Community Management of CA, Inc. (PCM) is seeking a **Part Time Facility Patrol** to join our growing team. Responsible for the enforcement of Association CC&Rs and Rules and Regulations. Reports to the Property Services Supervisor and/or Neighborhood Services Supervisor with significant contact with residents, guests, outside groups and associations, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the safety of the clubhouse as well as all property managed by the Association.
- Enforces courteously, but firmly, all rules dealing with the conduct of Association members and guests.
- Provide property protection, maintain order, and assistance for all functions conducted at the clubhouse.
- Act as a courier for the Board of Directors and staff. On call investigator for Property Services Department.
- Responsible for securing the clubhouse facility at closing by locking all gates, windows, doors and activation of the security and fire alarm systems.
- Responsible for making notes for Property Services Supervisor and/or Neighborhood Services Supervisor and to keep goods records of all important information for the use of the Property Services Supervisor and/or Neighborhood Services Supervisor.

QUALIFICATIONS:

- Ability to maintain effective working relationships with other employees, General Manager, and homeowners and resolve conflicts and problems courteously and tactfully.
- Knowledge of association documents. Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.
- Valid California driver's license and DMV printout.
- May be required to attend functions and must be able to work a flexible schedule that will include days, evenings, weekends and holidays.
- Must be at least 18 years old.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer