

Falling Water's Master Association

Job Opening

Supervisor of Gate Operations

Ten to Fifteen Hours per Week

Falling Waters - Davis Boulevard

Gate Supervisor – Job Description

Major Responsibilities:

1. **Create a positive environment between staff and residents of the community**
2. **Prepare monthly work schedule**
3. **Submit weekly time sheets for Gatehouse to the Member Center Supervisor**
4. **Replace Gatehouse supplies when required**
5. **Check gate on operation and facilitate repairs when necessary**
6. **Arrange for uniforms for new employees and replace old uniforms when needed**
7. **Ensure that all gate employees are following procedures outlined by the Gate Committee and Master Board of Directors**
8. **Recommend policy changes to Master Board through its' President**
9. **Schedule quarterly staff meetings**
10. **Share all incident reports with the Member Center and follow up with law enforcement when appropriate**
11. **Perform all of the duties of the Member Center Supervisor, at least two days per week or in the absence of the Member Center Supervisor.**

Regular Duties:

1. **Call Cypress Access when major repair is needed on the gate**
2. **Call Cypress Access when there are issues relating to the Client Software Program**
3. **Check with gate attendant daily concerning the operation of equipment and software**
4. **Ensure that the community is being patrolled after 10 P.M. in accordance with job description of Gate Staff.**
5. **Respond to emergency situations at the Gate**
6. **Communicate with residents to resolve issues and or complaints**
7. **Attend Master Board Meetings as required**
8. **Solicit appropriate approvals for major purchases**
9. **Work hours per week shall normally limited to ten to fifteen hours per week.**

Interested candidates should submit a resume to Falling Waters Master Association at 7275 Falling Waters Boulevard, Naples, Florida 34112 or deliver same to the Member Center at the Clubhouse on Monday, Wednesday or Friday between the hours of 10:00am and 1:00pm.