



Kampgrounds of America Job Description

Job Title: Property Engineer
Department (3 letter code): OAK **Reports to:** Designated Supervisor or General Manager
FLSA Status: Exempt Non-Exempt
Supervisory Responsibilities: Yes No
Travel: Yes % No **Revision date:** 8/1/2025

Summary:

The Property Engineer (PE) oversees the day-to-day operations of the maintenance and grounds department. The Property Engineer leads a team of Maintenance Engineers and Groundskeepers to keep the property clean, safe, well-maintained and in good working order. This position ensures all maintenance functions, including preventative maintenance are completed in a timely manner and are safety compliant.

Essential Duties and Responsibilities:

- Oversee and complete maintenance request and repairs in a timely manner and in order of priority.
- Troubleshoot and perform repairs on all types of mechanical, electrical and plumbing systems located throughout a campground.
- Assist in the development, maintenance, and execution of a preventative maintenance program.
- Lead and participate in different maintenance or landscaping projects.
- Effectively communicate each day's activities and problems to supervisor
- Ensure adherence to quality standards and health and safety regulations.
- Enforce and follow proper use of the Lockout/Tagout system before performing any maintenance work.
- Ability to read and interpret technical manuals, blueprints and other documents related to their work.
- Obtain certifications to meet state and local government regulations.
- Assist in achieving monthly and annual departmental budget requirements.
- Assist in hiring and training and update supervisor on team performance.
- Prepare reports as required, relating to procedures, efficiency, scheduling, attendance, etc.
- Maintains tool and supply inventories.
- Maintain property by following the quality assurance manual.
- Monitor and implement the department safety program, which ensures all OAK employees work in a safe and hazard free environment that complies with various local, state, and federal safety requirements.

Non-Essential Duties and Responsibilities:

- This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Required Education and Experience:

- High School Diploma or equivalent.
- Minimum two years experience in a supervisory or higher role in maintenance or related field.
- Knowledge of the English language.
- Ability to read and interpret technical manuals, blueprints and other documents related to their work.



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- Decision-making ability.
- Excellent communication, collaboration, and delegation skills with ability to manage confrontation.
- Ability to motivate, lead and develop a team.
- Strong working knowledge of mechanical, electrical, and plumbing procedures.
- Comfortable in a fast-paced and high-pressure environment.
- Ability to read and maintain a budget.
- Ability to maintain confidentiality.
- Able to work nights, weekends, and holidays.
- Valid Driver's license.

Preferred Education and Experience:

Physical Demands and Working Conditions:

- Work is performed primarily outdoors and may involve exposure to varying weather conditions
- Must be able to lift and carry up to 30 pounds regularly, lift or move up to 50 pounds occasionally with assistance.
- Ability to bend, stoop, kneel, crouch, climb, push, pull, reach overhead and move safely over uneven terrain.
- Use of repetitive motion, standing, bending, sitting, lifting, and walking.
- Noise levels may be moderate to loud.
- May be exposed to dust, pollen, grasses, landscaping, and various chemicals and moving mechanical equipment.
- Use of personal protective equipment required where necessary.
- Will experience occasional interruptions and shifting priorities.
- Valid driver's license required, this position may be expected to drive a motorized vehicle which requires close and distance vision, sitting, seeing and reading signs, traffic signals, etc.

Print Employee Name

Employee Signature

Date