



Site Manager

Summary

The Site Manager provides oversight and management of all aspects of the base camp rapid deployment model. This position encompasses the coordination and project management of all base camp projects that implement new infrastructure to support all aspects of the client's living experience on base.

2.1 Essential Position Functions

- Supplies project management experience across multiple disciplines to ensure the successful delivery of products and services in a timely and cost-effective manner.
- Maintains all financial, HR, contractor, project records, SOPs, and maintenance documentation.
- Drives operations and provides base camp direction with guidance from operations leadership.
- Daily personal interaction and a strong relationship with the client to ensure smooth communications between onsite client staff and Team Housing Solutions.
- Oversees client fulfillment, purchases, and procurement in a timely and quality focused manner.
- Covers the guest living experience, the management of the staff, vendors, and relationships with the Mayor Cell regarding soldier movement and behavior.
- Responsible for the daily maintenance and performance of electrical power producing generators, infrastructure support and ensuring all systems such as water wells, HVAC are in working order. As part of the water distribution system and power grid management, the Manager ensures TCEQ compliance is followed.
- All electrical infrastructure (Grid contractor, site electrical systems, panels, and shore power) is a vital part of this position's area of responsibility and must be always kept operational.
- Must be ready to trouble shoot and provide prompt solutions to any connectivity challenges.
- Ensures mission capable buildings and facilities are provided to our guests. To that end, the Manager oversees the structural integrity and safety of camp facilities are deployed and assembled in compliance with applicable Military, International, Federal, State, and Local regulatory standards, and codes.
- Client Fulfillment is a Team Housing Solutions core value and as such, the Site Manager must provide flawless customer support. This position acts as an interface with the client and makes sure the client is satisfied not only with the solutions offered but with the response time.
- Providing regular updates regarding projects, work requests and situational awareness in general is necessary.
- The Camp Manager provides stewardship of all the physical assets, structures, services, and infrastructure within the base camp. Maintains current inventory of all THS property and vendor assets at camp.
- Ensures all rolling stock, generators and other equipment is properly maintained.

- Schedules, manages, and coordinates all vendors and providers in support of project delivery or services; adds, updates requests in coordination with the Mayor Cell.
- Oversee the completion of the work order, logs in and updates the SharePoint Work Order Tracker as well as the preventive maintenance tasks list (Janitorial and maintenance).
- Responsible for all THS expense reports, camp employee payroll, coordinate with Accounts Payable for payment.
- Ensures the staff is trained, developed, and retained by providing challenging yet rewarding opportunities that maintain a high degree of attention to detail and proactive approach to work. Promotes positive employee relationships.
- Close coordination with the Human Resources Director for compliance in Safety and security access control (OSHA, Guidelines, Rules, and regulations, etc.).
- Maintain strong working relationships with Vendors, Chain of Command, Mayor cell, Visitors and Contractors.
- Close coordination with Procurement / accounts payable team for proper vendor management and payment.
- Maintain close coordination with the headquarters for project oversight, planning, documentation, delivery and turn over.
- Reports the property's financial status, occupancy, and maintenance status.
- Arranging contracts for maintenance, trash removal, landscaping, security, and other ongoing services and managing disputes with these service providers where appropriate.
- Investigating and resolving property complaints and report violations.
- Provide excellent tenant service. Respond to tenant requests/problems in a timely and courteous manner and generate work orders directed to vendors or maintenance staff.
- Follow-up with the client to ensure satisfactory resolution of the issue. Ensure that there is always 24-hour emergency coverage for the property.
- Conduct periodic inspections of the base camp and tenant spaces to ensure compliance and the proper upkeep of the property.
- Ensure that camp and lease files are properly maintained and kept up to date in accordance with company policy. Prepare and maintain appropriate maintenance records, logs, correspondence, and file notes.
- Provide new guests with maintenance request procedures.
- Property Management Plan, Preventative Maintenance Policies and Procedures and Property Operations Manual.
- Prepare memos, faxes, email, maintain files, prepare expense reports and other administrative forms, copying, and arrange for courier service and overnight deliveries.
- Maintain office clerical, filing and record keeping systems.
- All other administrative tasks as assigned by the Director of Operations and Fields Operations Director.

2.2 Minimum Position Requirements

- Education: Bachelors' Degree or equivalent management experience to be considered.
- Experience: Facility Management and/or Operations; preferably for government operations. Certifications in technical, electrical, plumbing, forklift, and other large equipment a plus.
- Skills: Operations, Accounting, Personnel Management, Inventory Control, Maintenance, computer skills and applications in Microsoft suite and other technologies such as Zoom or teams video conferencing.

2.4 Physical Requirements

- BCM must be willing to work in austere/spartan environments, withstanding unstable work hours during standup.
- May be asked to deploy on short-term or long-term assignments to help develop a site.
- Willing to perform heavy construction or facility maintenance labor with the understanding that this could require excessive hours during the day and into the night.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds with ease.
- Position will require safely climbing structures.
- Must be able to withstand excessive walking throughout the complex on a daily basis.
- Willing to transfer from site location-to-site location, as needed.
- Moves, secures, installs, builds, loads, or unloads materials.
- Excessively using heavy and light equipment, depending on the job assignment
- Ability to perform various physical duties as assigned.