



**GVL RECREATION INC.
JOB DESCRIPTION – LAKE SUPERVISOR**

PURPOSE: To manage the daily operations of GVL Recreation Inc., by providing a safe, clean, and enjoyable environment for all who utilize the lake facilities. This position shall be divided into two categories:

1. Responsibilities unique to this position:

- a. Work under the Lake Operations Manager, but in their absence, to assume and perform all duties of the Lake Operations Manager as described below.
- b. Manage all GVL Recreation Inc., personnel, and activities.

2. Responsibilities assignable to other staff:

- a. Ensure that lake policies and rules are followed by all, including employees, volunteers, stockholders, and board members who use the facilities.
- b. Make sure that all equipment and facilities are in safe and operable condition in accordance with the direction given by the Board of Directors, county, state, federal, or other governing authorities.
- c. Maintain clean facilities.
 - i. Trash, litter, and debris collection.
 1. Empty trash cans daily or on an as needed basis.
 2. Litter collection on all access runs.
 3. Debris removal as needed.
 4. Spot treatment and/or physical removal of algae, lake weeds, or undesirable growth in the lake in accordance with guidelines set by the aquatic treatment company under contract with GVL Recreation Inc.
 5. Cleaning or pumping restrooms as needed.
- d. Oversee financial and non-financial transactions among all facilities users.
 - i. Fishing access
 1. Oversee the issuing of annual fishing passes.
 2. Oversee collection of access fees and issue daily passes at the fee rates approved by the Board of Directors, every 2 hours or as needed during normal operations.
 - ii. Boating access
 1. Oversee the issuing of annual boat tags.
 2. Oversee the rental of watercraft as needed in accordance with rental rate structure approved by the Board of Directors.

