

CANDIDATE PROFILE

Superintendent / Caretaker

(On-site Housing Available)

Knollwood Club, Adirondacks
Saranac Lake, New York

https://en.wikipedia.org/wiki/Knollwood_Club



The Organization

The Knollwood Club, built in 1900, is a historic, private Adirondack Great Camp on Lower Saranac Lake in upstate New York, situated near the village of Saranac Lake in the Adirondack Park. A cooperative owned by six multi-generational families, the Club consists of six member-occupied houses, three boathouses, the Superintendent's house, a barn, outbuildings and tennis courts. The 400-acre property includes 1.5 miles of gravel roads in a forested area with a limited number of trails and a small beach.

Position Overview

The Knollwood Club seeks a Superintendent to oversee the management and upkeep of this historic property. The Superintendent (also known as the "Caretaker") is expected to live on-site year-round in housing provided by the Club.

Responsibilities

- Oversee and maintain all Club buildings, houses, vehicles and boats.
- Perform hands-on maintenance and supervise specialized vendors and contractors.
- Manage seasonal setup and shutdown.
- Conduct routine inspections, preventative maintenance and regular property walk-throughs.
- Maintain trails, access roads and landscaped areas.
- Maintain property throughout winter, including snow plowing and de-icing.
- Communicate clearly and professionally with owners.
- Recruit, train and supervise a superintendent's assistant and summer hires.
- Work with the Club accounting firm to submit and track expenses.

Attributes

- Entrepreneurial self-starter with a stewardship mindset and pride in maintaining a unique and historic property.
- Highly motivated with a strong work ethic and the ability to work independently with minimal supervision.
- Strong communication and interpersonal skills; capable of establishing good relations with members and their families.
- High personal integrity and honesty, with respect for discretion and confidentiality.
- Sound judgment regarding safety and employee management.
- Very proactive; addresses maintenance issues promptly and effectively.
- Appreciation for the natural beauty of the location, historic properties and the Adirondacks is preferred.

Requirements

- Prior experience as an estate caretaker, property superintendent, lodge or camp facilities manager, general contractor or similar role.
- Hands-on experience, including but not limited to general maintenance, light mechanical work, handyman-level skills, carpentry, routine electrical, plumbing and heating skills.
- Experience hiring, coordinating and supervising employees and outside vendors.
- Familiarity with waterfront properties, docks, boats and seasonal operations strongly preferred.
- Willingness to reside on site, depending on staffing (housing provided).
- Valid driver's license and ability to operate light equipment and tools safely.
- A career history of stability, strong performance, and a commitment to excellence.
- References required; all candidates will undergo a background check.

Competitive Compensation

A competitive compensation package will be offered, commensurate with experience and qualifications. Free on-site housing and a vehicle will be provided. All utilities will be paid for by the Club, including internet and a cell phone plan. To be considered for this exceptional opportunity, candidates are encouraged to submit their materials as soon as possible. All resumes and cover letters will be handled with the utmost discretion and kept in strict confidence.

To Be Considered

Interested candidates should submit their resumes as soon as possible. A cover letter outlining qualifications and interest is optional but preferred. All resumes and cover letters will be handled with the utmost discretion and kept in strict confidence. Please email application materials to:



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