



Hat Island Community Association Position Announcement

Job Title: Maintenance Operator

Classification: Regular, Full-time (40/hrs./wk.), Non-Exempt (Hourly)

Reports To: Island Manager

Purpose: To maintain and repair the island's property, roads, grounds and equipment.

Position Overview: The Maintenance Operator ensures that the community's property, equipment, roads and grounds and facilities are maintained, repaired and serviced. This includes roads, easements, water system, buildings, vehicles and equipment, golf course, marina and parking areas.

Note: Candidates must be willing to relocate to Hat Island full-time.

Minimum Qualifications Required

Education: High School Diploma or Equivalent

Experience: 5 years' experience in similar position with at least 1-year paid experience at a supervisory capacity.

Licenses, Certifications and/or Registrations: Valid driver's license and insurable driving record.

Specialized Skills Preferred: Heavy equipment operation including backhoe, road grader, tractors, mowers and dump trucks; Gas and diesel engine maintenance and repair; Hydraulic systems maintenance and repair; Basic electric, plumbing, roofing, drywall, and framing experience. Welding, both gas and arc experience preferred.

Computer Skills: Basic computer skills i.e.: email, word document production, and ability to work with excel documents preferred.

Communications: Must provide own cell phone and have access to email.

Pre-employment Drug Testing: Applicants must be willing to undergo pre-employment drug testing. We follow Federal/DOT requirements for all positions.

Responsibilities: Incumbent is responsible for:

- Maintenance of all HICA facilities: Performs maintenance and repair of all Community buildings such as: office, maintenance shop, marina docks and ramps, pump houses, rest rooms, sheds, golf course buildings, and related structures.
- Maintenance and operation of community owned equipment (Backhoe, Excavator, Road Grader, Dump Truck, Fuel Truck, Pick-up Truck, Lawn Tractors, Lawn Mowers, and various trailers, compressors, power washers, etc.). Ability to perform equipment repairs and overall maintenance.
- Maintenance of the Island's roads and easements. To include: All culverts, water lines, stand pipes and related Community facilities that lie within the rights-of-way that are owned by or controlled by the Community. Coordinates with Utilities, contractors, and staff for digging and other construction projects for the community.

- Assists the Water Operator with water system operations and maintenance when required. Becomes familiar with the water system testing, operation, and maintenance techniques. Works with the water operator to make repairs and installations of valves, pumps, meters etc. Provides back-up support when the operator is ill or scheduled for vacation/away from island.
- Administrative oversight of maintenance operations records, documents, reports and related owner service program information. Examples to include but is not limited to: Creating and maintaining equipment inventories, maintenance and repair logs, fuel use logs/reports, maintenance supply purchases, contractor resource information; Provides timely/accurate budget reporting, community information emails/newsletter submissions on activities such as Dumpster Day, recycle program, quarterly contracted barge services, etc.
- Supervises seasonal maintenance employee and volunteers for maintenance support projects. Works with other island personnel to support other island operations i.e.: Golf Course, Marina, Water Operations and Ferry Operations when needed.
- Maintains excellent customer service and communication with the Island Manager, staff, Board of Trustees, and the community owners. Provides information and specific community services to island owners. Must have the ability to enforce safety and island rules in a fair and consistent manner.

Note: Please review the detailed job description posted on the website under: Maintenance Operator Maintenance Operator Job Responsibilities. This will give candidate additional detail on job duties.

Key Success Factors:

- Maintains excellent oral and written communication skills.
- Is self-directing and proactive/proficient in all areas of responsibility.
- Meets deadlines.
- Exhibits excellent supervisory management skills.
- Manages self and others with safety in mind at all times.
- Keeps within budget and is cost effective when purchasing items for the Island.
- Provides excellent customer service with no or limited complaints.
- Maintains good attendance, exhibits professionalism, and is results oriented.
- Environmental responsibility is observed.

Work Environment:

- Work is performed both indoors and outdoors in all weather conditions both day and night.
- Must be physically capable of manually digging holes for water system components. Work is often accomplished in holes filled with mud and water.
- Must be able to lift 50 pounds. Some work duties may require repetitive motion. Must be able to work with caustic chemicals and to understand and follow or instruct others on Material Safety Data Sheet instructions.
- After hour, weekend work, and overtime may be required to meet seasonal/event/residential demands or when water system component failures impact delivery of water to residents, or when facility/vessel operation is impacted.

To Apply:

See our website www.hatisland.org under “Employment” to fill out the following documents: Application form, Maintenance Operator Questionnaire, Resume of Qualifications to include 3 professional references, and a Letter of Interest that detail how you are qualified for this position. Scan/fax application materials to: Hat Island Community Association office: **360-444-6644**.

If you need additional information please contact the Island Manager at: 360-444-6611, (Monday – Friday, 10:00 am -3:00 pm).

Application Deadline: December 8, 2017