



## **Hat Island Community Association**

### **Maintenance Operator Job Responsibilities**

**Job Title:** Maintenance Operator

**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, holiday and overtime work 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.

**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 are subject to pre-employment drug testing.

**Responsibilities:**

Incumbent is responsible for the overall maintenance of the island's facilities, roads, grounds and equipment to include specific duties such as but not limited to:

**Personnel Management and Customer Service**

- Supervise seasonal/part-time employee(s) for day-to-day maintenance operations.
- Serves as a Lead on special projects that may include other departmental staff (Greenskeeper, Harbor Master, Water Operator, Ferry Captain).
- Provides training on overall maintenance procedures, island policies, and other topics as required/assigned.
- Trains staff on proper and safe use of all island equipment according to current standards and practices.
- Recruits, trains, and schedules volunteers for various projects. Follows island policies regarding equipment use limitations. Keeps records of volunteer liability agreements and tracks hours of volunteers as required.
- Provides information and services to island owners. Ability to enforce safety and island rules and regulations with owners.
- Is tactful with owners and their guests. Within scope of position, provides excellent customer service.
- Works and communications well with all staff, Board members, and owners.
- Understands limits of authority and directs issues to the Island Manager that cannot be resolved at the lowest level of responsibility.

**Community Roads and Easement Maintenance:**

- Road surfaces are graded and pot holes filled as necessary and in such a manner to prevent water build-up on road surfaces or in drainage ditches.
- Takes lead role with the development/installation and maintenance of the island-wide drainage program. (Currently in progress).
- All road right-of-ways are kept clear of trees, brush, or such other obstacles that may either be blocking the road surface or be projecting out over the driving area.
- All culverts, water lines, stand pipes and related Community facilities that lie within the right-of-ways are owned by or controlled by the Community.
- Informing the PUD, Whidbey Telecom, and Island Manager prior to digging in road easements so the proper locates can be made and owners notified of any service disruption.

**Facility Maintenance:**

- Performs maintenance and repair of all Community buildings, pump houses, rest rooms, sheds and related structures. Such duties shall include cleaning and repairs of roofs, plumbing, painting, carpentry and any other routine maintenance that may be required. Directs any seasonal maintenance staff on projects that need to be completed.
- Inspects marina docks, ramps or breakwater systems and makes repairs or reports to the Island Manager if repair/replacement is necessary. As needed, works with the harbormaster to keep all dock surfaces and ramps in a clean/safe manner. This shall include, but not be limited to replacement of broken or rotten boards, pressure washing of deck surfaces, and removal of any snow or ice that may present a hazard.
- Assists with keeping the boat launch ramp clear as necessary. Assists with log removal in the harbor and certain beach access areas as appropriate.

- Follows safety dealing with and problems with electrical service to the docks/facilities. Always disconnects service and advises the Island Manager immediately.
- Insuring that Community fuel facilities are safe and secure. May assist with community fueling on weekends. Manages fuel readings and fuel transfers. Orders fuel (gas and diesel) each quarter to coincide with Barge runs.
- Takes water meter readings as scheduled/appropriate.
- Coordinates or does facility prep, set-up and breakdown for work projects or Community events.
- Responsible for the general upkeep of shop and other work areas. Keeps work areas organized, clean and safe. Instructs other staff on proper shop procedures and use of tools.
- Maintains Maintenance Equipment inventories, keeps adequate maintenance supplies for daily operations. Makes authorized purchases for the Community.
- Tracks Maintenance Budget and informs Island Manager of any anticipated overages due to unexpected operational issues.
- Uses and maintains community equipment including, but not limited to Backhoe, Excavator, Road Grader, Dump Truck, Fuel Truck, Pick-up Truck, Lawn Tractors, Lawn Mowers, and various trailers, compressors, power washers, etc.
- Performs preventative maintenance and routine repairs on all community equipment as required.
- Create a Maintenance Use and Repair log. Tracks all repair, maintenance and use of all equipment used. Works with other Maintenance staff to track seasonal maintenance and repairs.
- Reports to the Island Manager any repairs of service that may require outside assistance.
- Provides on a timely basis departmental reports, budget reports, and submits brief articles to the community View Point about upcoming maintenance events such as Barge Runs, Dumpster Days and other related maintenance activity as needed.

### **Water System Operations and Maintenance**

Assists the Water Operator with general water system operations and maintenance to include:

- Becoming familiar with the Water System testing, operation, and maintenance techniques.
- May be required to assume regular responsibilities as back-up for illness or vacation relief.
- Assists Water Operator as necessary with repairs and installations of valves, pumps, meters etc.
- Assists as needed with customer meter readings and reporting.
- Will work with the Water Operator to inspect and repair as needed the leak detection system to include:
  - ❖ Operating excavator to dig trenches for the leak detection system
  - ❖ Hand digging to prep for pipe installation
  - ❖ Installing pipe, valves, and meters
  - ❖ Testing the system for operation

### **Grounds and Golf Course Maintenance:**

- If required, assists the Greenskeeper with seasonal golf course maintenance to include: debris cleanup, mowing the roughs, seeding, as trained and directed.

- Works with weed eaters and brush cutters to clear berries or other brush around buildings, right of ways, around water meters etc.
- Assists with landscape maintenance to including planting and or weeding beds as needed.

**Key Success Factors:**

- Maintains excellent oral and written communication skills.
- Is self-directing and proactive in all areas of responsibility.
- Provide excellent supervisory training and direction.
- 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.
- Shop area, equipment and supplies are kept organized, shop is cleaned regularly.
- Community roads and parking areas are graded to ensure no standing water, drainage ditches and culverts are kept clear and open.
- Right of ways is mowed to ensure safe traffic conditions especially at intersections.
- Community equipment is serviced on a recurring schedule to extend equipment life and prevent failures.
- Community building repairs are made as necessary.
- Equipment down time is minimized through preventive maintenance and logical stocks of critical spare parts.
- Marina docks, ramps, and electrical systems are maintained. Repairs are made expeditiously, especially in preparation for holiday weekends.
- Community fuel system is kept stocked and safely operated.
- Assistance is provided to Greens Keeper, Water Operator, Harbor Master and Vessel Masters as requested.
- Environmental responsibility is observed.