



Hat Island Community Association Job Description

Job Title:	Assistant Maintenance Technician
Classification:	Seasonal, Part-time, Non-Exempt (Hourly)
Work Schedule:	30 hours per week (March – July)
Pay:	Pay: Up to 20.00/hr. DOE
Benefits:	This position is non-benefited
Reports To:	Operations Lead and Island Manager

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

Position Overview: Under the direction of the Maintenance Lead, the Maintenance Assistant 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.

Minimum Qualifications Required

Education: High School Diploma or Equivalent

Experience: 2 years' experience in similar position with at least 1 year paid experience in one or more of the following areas preferred: Construction, Plumbing, Large Equipment Operation, or other related Trades.

Licenses, Certifications and/or Registrations: None

Specialized Skills: Heavy equipment operation including backhoe, tractors, mowers and dump trucks; Gas and diesel engine maintenance and repair; Hydraulic systems maintenance and repair; Welding, both gas and arc; Basic electric, plumbing, roofing, drywall, and framing experience preferred, however training can be provided as appropriate.

Responsibilities: Incumbent is responsible for:

- Assists with general upkeep of shop and other work areas. Keeps work areas organized, clean and safe.
- Assists the Maintenance lead in inventorying equipment and supplies. May be required to make authorized purchases for the Community.
- Uses and maintains community equipment including, but not limited to Backhoe, Excavator, Dump Truck, Pick-up Truck, Lawn Tractors, Lawn Mowers, and various trailers, compressors, power washers, etc. (training provided on all equipment)
- As directed, performs preventative maintenance and routine repairs on all all community equipment as required.
- Logs repair, maintenance and use of all equipment used in the maintenance/repair log as required.
- Reports to the Maintenance Lead and or Island Manager any repairs of service that may require outside assistance.
- Under the direction of the Maintenance Lead, duties include but are not limited to:

Water System Operations and Maintenance

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

- Assist 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 Maintenance Lead, Water Operator in install a comprehensive 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

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.
- 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, catch basins, 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 Maintenance Lead prior to digging in road easements so that PUD and the Hat Island Phone Co. can be notified to locate their facilities.

Facility Maintenance:

- Assist with the 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.
- Inspects marina docks, ramps or breakwater systems and makes repairs or reports to the Maintenance Lead if repair/replacement is necessary.
- As assigned, works with the Harbor Master to keep all dock surfaces and ramps in a 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 as appropriate.
- May assist with quarterly Barge operations and annual Dumpster Day etc.
- Follows safety dealing with and problems with electrical service to the docks/facilities. Always disconnects service and advises the Maintenance Lead and Island Manager immediately.
- Insures that Community fuel facilities are kept safe and secure. May assist with community fueling on weekends. Assists the Maintenance Lead as directed.
- Assists with facility prep, set-up and breakdown for work projects or Community Events.

Grounds and Golf Course Maintenance:

- Assist 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 attendance.
- Ability to be trained and perform job duties at a high proficiency levels.
- Demonstrates excellent communication and customer service skills.
- Ability to work with computer technology (email, word, excel).
- Ability to follow directions and work independently.
- Work assignments are completed on time and in a professional/safe manner.
- Maintains all facilities and equipment according to direction and specifications.
- Is proactive in all aspects of work and safety while on duty.
- Environmental responsibility is observed.
- Uses equipment in a safe manner and assures that need repairs or replacement of equipment is reported immediately.
- Is respectful and works well with staff, contractors, community members and Board of Trustees.

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 and other projects.
- Must be able to lift 50 pounds. Must be able to work with caustic chemicals and to understand and follow Material Safety Data Sheet instructions.
- After hour, weekend work, and overtime may be required to meet seasonal residential demands or when unexpected operational problems occur.

To Apply:

See our website www.hatisland.org under “Employment” to fill out the application form, provide a Resume of Qualifications and include 3 professional references. Scan/fax application materials to: Hat Island Community Association office: **360-444-6614**.

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

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