



## Hat Island Community Association Job Description

<b>Job Title:</b>	<b>Assistant Maintenance Technician</b>
<b>Classification:</b>	Seasonal (April through August), Part-time, Non-Exempt (Hourly)
<b>Reports To:</b>	Operations Lead and Island Manager
<b>Purpose:</b>	To maintain and repair the island's property, roads, grounds and equipment.
<b>Work Schedule:</b>	20 hours a week with a varying schedule, schedule may shift to support staffing needs and special events.
<b>Salary Range:</b>	\$20.00 to \$23.00 per hour depending on experience

**Position Overview:** The Seasonal Maintenance Assistant works with the Maintenance team to ensure that the community's property, equipment, roads, 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:** 3 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:**

**Specialized Skills Preferred:** Experience with grounds maintenance and lawncare.

**Responsibilities:** Incumbent is responsible for:

- Assists with general upkeep of shop and other work areas. Keeps work areas organized, clean and safe.
- Assists with groundskeeping maintenance, including but not limited to mowing right of ways and common areas.
- Uses and maintains community equipment including, but not limited to Pick-up Truck, Lawn Tractors, Lawn Mowers, weed eaters, brush cutters, pruners, chainsaws, compressors and power washers, etc.
- Perform basic maintenance and repair of community buildings, including pressure washing and painting.
- Provide assistance to the Greens Keeper, Water Operator, Harbor Master and Vessel Masters as directed.

**Key Success Factors:**

- Shop area, equipment and supplies are kept organized; shop is cleaned regularly.
- Right of ways are kept cleared and mowed to ensure safe traffic conditions especially at intersections.
- Community building repairs are made as necessary.
- Must work well in a team setting and be able to take direction.
- 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. Work is often accomplished in holes filled with mud and water.
- 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 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](http://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: **360-444-6644**.

If you need additional information please contact the Island Manager at: 360-444-6611, (Monday – Friday, 8:00am to 4:00pm).

**OPEN UNTIL FILLED**