



Lake Entiat Estates

FACILITIES SUPERVISOR

Job Description

Lake Entiat Estates/Sun Cove is a Home Owner's Association consisting of 439 properties on the Columbia River just 20 minutes from Chelan and 40 minutes from Wenatchee. Managed property includes: 14 acres of green spaces, clubhouse, pool, office, shop, ball courts, boat docks and, most importantly, a private water system with 3+ miles of distribution lines. It is our mission to provide a safe, clean and inviting atmosphere for our community members to enjoy.

We are currently seeking candidates for the Facilities Supervisor position. This position reports directly to the Community Manager, but is self-regulated for the most part. While it is rarely required, the position is "on-call" 24/7 for water system emergencies.

Duties

The Facilities Supervisor ensures efficient, effective and responsive customer-oriented services including building maintenance, custodial services, grounds maintenance, and within a year of employment, obtain required certification for water system management. They work with employees, contractors and government agencies to ensure the constant safety and functionality of all things within their charge. The Facilities Supervisor oversees a staff of two seasonal employees and ensures compliance with applicable policies, procedures and laws.

The successful candidate will be able to:

- Both oversee and perform maintenance and repair work throughout the community
- Perform various strenuous manual labor tasks such as trimming brush on acres of hillside or digging holes to fix irrigation pipes
- Use and maintain: Irrigation systems, valves and hydrants, vehicles, power equipment, basic electrical equipment, basic plumbing, janitorial supplies, chemicals, etc.
- Employ basic computer skills including a working knowledge of MS Word, Excel and PowerPoint
- Ensure safety and be in compliance with all applicable laws at all times
- Provide great customer service and work in a highly social environment
- Logically work out problems, be well organized, work unsupervised and handle multiple projects simultaneously
- Read and understand documents such as As-Built drawings and O&M manuals
- Coordinate projects with outside contractors and oversee their progress
- Supervise and train staff as needed
- Lift 50+ lbs repeatedly
- Conduct research, analyze data, prepare reports and make recommendations

Required Qualifications:

- Possess a valid Washington State driver's license
- Possess a high school diploma
- Supervisory experience

Must be able to obtain:

- Swimming Pool Operator Certification within 12 months of hire
- Level 1 Water Distribution Manager & Cross Connection Specialist certifications within 12 months of hire: *Manage, track and record, various items as required by law to operate a water system. Items such as: Maintaining an up-to-date water system plan, maintaining a cross-connection program, tracking water usage numbers for both production and consumption.*
- A Pesticide License within 12 months of hire

Preferred Qualifications:

- Experience in facilities maintenance or a related field
- Certified Pool Operator
- Water Distribution Manager level 1
- Cross Connection Specialist
- Pesticide License holder
- Water system maintenance experience
- Water meter reading experience
- Experience with plowing snow

Salary \$35,000-\$45,000 (DOE)

Benefits include:

- 10% salary bonus/IRA contribution annually
- Full Medical, Dental and Vision Insurance
- 2 weeks paid vacation and 10 paid personal days annually

How to apply:

Email your information to: admin@suncove.net. Please include the following items with your response:

- A letter of interest describing how you meet the qualifications for this position.
- A detailed resume which includes work history, skills and abilities, education and any certifications you may have.
- Three professional references, including at least one supervisor, with current contact information.