

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

MAINTENANCE POSITION

MINIMUM STANDARDS:

- High School Graduate or equivalent
- Valid Washington State Drivers License
- Able to qualify for Cape George insurance to drive our vehicles
- Able to follow Manager instructions and proper procedures for maintenance of pool
- Ability & willingness to do hard physical labor including lifting, shoveling and construction in inclement weather
- Able to work independently and to organize work load in an efficient manner

PURPOSE: Under the general supervision of the Club Manager, accomplishes repair and maintenance of Cape George buildings, grounds, and equipment and assists the Water Operator in the operation of Cape George water system.

DUTIES TO INCLUDE BUT NOT LIMITED TO:

1. Grade, gravel, spray, cold patch, clear overgrowth and sand all roads as required.
2. Operate and maintain all of the Club's equipment.
3. Maintain the Club's buildings by painting, making minor electrical and lighting repairs, and other minor structural repairs as required.
4. Maintain the Club's equipment and vehicles by making sure that they are put away properly, handled correctly and in good repair.
5. Mow the parks and other common areas.
6. Clean and make minor repairs to all ditches and shoulders throughout the Colony, Huckleberry, Village and Highlands.
7. Plow all Cape George roads as directed by the Manager in the event of significant snowfall.
8. Test the pool water for pH-Chlorine; check all pool equipment and clean the pool area as directed by the Manager..
9. Vacuum the pool as directed by manager.
10. Back flush pool filter as directed by manager.
11. Make daily rounds of active wells, pumps, and reservoirs to determine all is normal, under the direction of the Water Manager.

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12. Make log entries as to run time and amounts pumped, under the direction of the Water Manager.
13. Take daily readings of Manganese and Iron in water system as directed by the Water Manager.
14. Read water meters monthly as directed by the Water Manager.
15. Weed around reservoirs and maintain a clearance around all fenced well reservoirs.
16. Assist in the installation of water taps and repair of water mains.
17. Maintain a friendly, professional, courteous, efficient manner when dealing with Members.
18. Other duties as assigned by the Manager.

Approved at Board of Trustees Meeting dated: April 16, 2009.

William A. Stull, President

Richard Poole, Secretary