

## **JOB OPENING ANNOUNCEMENT FOR FACILITY MANAGER**



The Windycrest Board of Governors would like to announce the open position for Facilities Manager at Windycrest.

A selection committee will be created from the current Board and Members of the Steering Committee for the selection process. All parties interested in the position, or anyone you may know who would be a qualified candidate, please apply for the position.

Please email a resume to [commodore@windycrest.com](mailto:commodore@windycrest.com) or [vice.commodore@windycrest.com](mailto:vice.commodore@windycrest.com)

Email Subject: "JOB APPLICATION ATTACHMENT FOR *Insert your name*"

Applications will be accepted until the position is filled.

Questions? Feel free to contact

Skeeter Chilton

call/text: 918-346-9518

Email: [commodore@windycrest.com](mailto:commodore@windycrest.com)

Or David Hyman

call/text: 918-629-1592

Email: [vice.commodore@windycrest.com](mailto:vice.commodore@windycrest.com)

## **General Job Description Facilities Manager.**

### **General Responsibilities**

**Grounds:** - The Facilities Manager will maintain the property (leased and owned) from the water edge to the Water Tank/Trash Bin area; this will include mowing and trimming, clearing of debris and trash general clean up as well as additional clearing as directed by the Vice Commodore.

**Security:** - Ensure that the Club security gate is working properly. Maintain and change the security codes for members and guests as necessary. Maintain the lock combination for Club buildings. Inspect the grounds, docks and moorings daily for signs of any unlawful entry, vandalism or theft. Report any indication of problems to the Vice Commodore and the Osage County Sheriff.

**Pavilion:** A daily inspection of this area will be made to ensure cleanliness and look for items requiring maintenance. This area is to be swept or washed as needed. Trash barrels will be emptied as necessary during normal Club activities and as soon as possible after major Club functions. The Vice Commodore will be the contact for this area.

**Bathhouse:** - A daily sweeping and check will be made to ensure this area meets member's needs, including the resupply of paper hand towels, toilet paper and soap. The floor, sinks, urinals, commode and shower floors will be washed and disinfected weekly. The Vice Commodore will be the contact for this area.

**Maintenance of Club owned power boats:** -During the racing season each boat is to be inspected weekly for required safety equipment, fill fuel tanks and maintenance items. After the last scheduled Club race of the year the boats will be pulled and winterized. Prior to the first scheduled race of the spring series all boats will be painted with anti-fouling paint, the hulls cleaned and waxed and fiberglass repair completed as required. The Rear Commodore will be the contact for this area.

Maintenance of Club owned sailboats during the racing season each boat is to be inspected weekly for required safety equipment and maintenance. This inspection will include sail, hull, rigging, tiller and rudder. Fiberglass repair will be completed as required. The Rear Commodore will be the contact for this area.

**Docks and moorings:** Conduct a daily inspection of the docks and moorings and perform minor maintenance and repair as needed. Members whose boats are in danger of sinking or sustaining damage are to be contacted by telephone ASAP. Monitor lake levels daily, advise Vice Commodore when levels are expected to rise or fall to levels requiring emergency adjustments to docks and moorings as necessary. Also inform Vice Commodore when tables, refrigerators, etc. need to be moved off and out of the area being flooded. And when they need to be back to normal locations.

**Preparation for Club activities:** Ensure that supplies of dry and paper goods are available for Club activities. During the racing and social season, keep beverages stocked in the Club refrigerators. The beer tap should be disassembled and cleaned once a month. The Activities Captain will be the contact for this area.

**Other reasonable duties:** - The above job responsibilities are general in nature and the Facilities Manager will be requested to perform other reasonable duties as directed by the Commodore, Vice Commodore or Rear Commodore.

### **LEVEL OF SUPERVISION**

The Facilities Manager works for and at the direction of the Commodore, Vice Commodore and the Rear Commodore with the exception of emergency safety items brought to him by Club members.

### **CONTRACT WORK FOR CLUB MEMBERS**

The Facilities Manager is authorized to work on members boats. The use of Club facilities for this work will be on weekdays only and only when the regular job responsibilities are current. The Club may lease a suitable portion of land to the Facilities Manager for this purpose. Club owned buildings and equipment used by the Facilities Manager may also be leased.

### **REQUIREMENTS**

**Sailing/Boating skill preferred**

**Fiberglass maintenance and repair knowledge preferred**

**General electrical knowledge required**

**General Plumbing knowledge required**

**Mechanical aptitude required**

**Must be able to lift 60 pounds and work outdoors 95% of the time in all weather conditions required**

**Own a vehicle capable of hauling Club motor vessels preferred**

### **COMPENSATION**

**Monthly or hourly compensation based on level of experience. No insurance or retirement available.**

**A paid vacation of (1) week will be granted at the end of six (6) months. After the completion of one year employment a two week vacation is authorized. Vacations cannot be taken during the racing season without 30 day written prior approval from the Commodore.**

**Miscellaneous expenses, supplies and maintenance items will be funded via an advance system or out of Club inventory, as appropriate.**

**The Facilities Manager may be authorized to charge items to Club accounts with the approval of the Commodore.**

**The Club has a double wide mobile home concrete pad available, the employee may locate a mobile home on the Club provided pad and connect to Club provided utilities including water, electricity and trash. The home must be skirted and the area around the home must be maintained in a presentable fashion. The employee is required to maintain an insurance policy appropriate for this kind of structure. Any resident(s) other than spouse and/or dependent children is not allowed without specific written approval by the Board of Governors.**