

SALARY: \$55,000 - 65,000 Combined Annual Salary, DOE

OPENING DATE: September 1, 2021

CLOSING DATE: Continuous until filled

ABOUT ELIZA ISLAND

Eliza Island is a small, private island in the Salish Sea near Bellingham and Anacortes WA. The island has 139 building lots that are used primarily for vacation and summer retreats. There is no public ferry that services Eliza Island although there is a small dock and airstrip reserved for exclusive use by the lot owners. The island is off-grid and powered by wind, solar and generators with potable water provided via a reverse osmosis system.

JOB SUMMARY:

The Eliza Island Beach Club (EIBC) Caretaker position is performed by two persons, working as a team, with year-round residency on Eliza Island, Washington. The position requires candidates that have strong interpersonal competence and mechanical and organizational skills. The position can be fast paced during the busy vacation season, generally April through October.

This position performs a variety of duties that require water production from and maintenance of the island's reverse osmosis water system, social interaction, manual labor, maintenance, repair and operation of a variety of vehicles and tools and record keeping.

Eliza Island consists of 139 lots that are privately owned and facilities that are commonly owned and maintained collectively by the lot owners. Each lot owner is a member of the Eliza Island Beach Club. The governing body is the Eliza Island Beach Club Board of Trustees. The Caretakers report to a Caretaker Liaison, or designee, who is appointed by the Eliza Island Board of Trustees. The liaison provides supervision and direction to the Caretakers. Caretakers should expect a quarterly appraisal of job performance with a formal, annual review of job performance. The caretakers shall have access to the Caretaker Liaison and/or designee, in person or by telephone, as needed. All caretakers are subject to a 90-day review/evaluation.

ESSENTIAL FUNCTIONS:

At least one of the caretaker positions must demonstrate the ability to perform these essential functions:

1. Operates and maintains the island's water system. The water system includes two RO (reverse osmosis) units, water storage tanks, and a gravity fed distribution system. Duties include water production, water quality testing and documentation based on

- state and island requirements, preventive maintenance, construction and repairs of entire water system and water meter readings from each lot.
2. Provides EIBC member services which includes transportation of lot owners and guests to and from the community dock.
 3. Completes scheduled maintenance activities of those duties outlined in the Caretakers Duties and Responsibility document which includes but is not limited to all vehicles and heavy equipment, caretaker's and EIBC buildings, roads, beach accesses, and air strip by mowing, care of trees, filling ruts and holes, and replacing gravel as needed.
 4. Maintains thorough inventory and records of the water system, maintenance schedules, maintenance performed, water billing, and member services performed with a monthly report prepared to the Caretaker Liaison.
 5. Conducts safety and security for the island with daily visual inspection of the island and monthly and/or after inclement weather visual inspection of the cabins. Informs the lot owners of any unusual observations as needed.
 6. Performs manual labor such as digging, shoveling, raking, picking, hammering, lifting, carrying, pushing a wheelbarrow and other similar manual labor.
 7. Operates and maintains a variety of hand tools and power equipment such as chainsaws, drills, etc.
 8. Operates a variety of automotive equipment including backhoe, small tractors, pickup trucks with trailer attachments and mowers. Drives heavy equipment to remove material, haul dirt, gravel, etc. as needed.
 9. Work consists of routine and repetitive tasks, processes and/or operations.
 10. Duties and responsibilities of the caretakers may change from day to day depending upon the identified needs at any time and may be called out for emergency work.

ADDITIONAL WORK PERFORMED:

Physical abilities to perform the essential functions of the job including:

- Manual dexterity sufficient to operate hand and power equipment safely and efficiently.
- Ability to perform heavy physical labor including operating mechanical equipment for extended periods of time, climbing and working from ladders.
- Physical ability to continuously stoop, bend, climb occasionally work in confined spaces or from heights and frequently lift and carry heavy objects in the 50 lb. range and occasionally weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions. Some work will involve a moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, working in unsanitary conditions, performing repetitive activities, etc. Employees are required to, when applicable, wear personal protective equipment, use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING

- Experience in water treatment and/or distribution or similar experience in an environment with pumps, valves, etc.
- Water industry certifications a plus: WDM and WTPO.
- Previous experience in grounds and facilities maintenance or manual construction labor using manual and power tools and motorized equipment preferred.
- Interaction with public or unorganized group
- Record keeping

NECESSARY SPECIAL REQUIREMENTS

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State Driver's License by time of hire and proof of a good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability and willingness to work a flexible schedule involving working evenings, weekends and holidays, as assigned.
- At least 18 years old by time of hire.

SELECTION PROCESS

Applications will be reviewed to ensure they are complete. Candidates will be contacted by the Eliza Island Hiring Committee if they are selected for additional review.