

Maintenance Working Foreman Position

Carlyon Beach HOA Overview:

Nestled at the end of Steamboat Island peninsula, with breathtaking panoramic views of Puget Sound and Mount Rainier, is Olympia's best kept secret: Carlyon Beach. With our long list of private amenities, including a clubhouse, two playgrounds, a dog park, kayak racks, and a marina, as well as private roads, waste water plant, and water system. Our maintenance team works well together to support each other and the community.

Job Description:

We are recruiting a qualified and reliable maintenance foreman to lead our maintenance team. As foreman, you will be responsible for oversight of the crew, as well as work along side the crew as needed. Your duties will include all installation, repair, and upkeep operations of our community facilities to include maintaining machinery, planning repair activities, and development of maintenance procedures.

Experience in a maintenance and management role, with excellent organizational and leadership abilities. Our ideal candidate will demonstrate a good understanding of maintenance of machinery and equipment, as well as outstanding written and verbal communication and leadership skills.

This position reports to the Board of Trustees and will be assigned a specific trustee.

Maintenance Foreman Responsibilities:

- Supervision of all maintenance crew members and operations.
- Tracking expenses and oversee budget for maintenance.
- Creating and implementing maintenance procedures.
- Conducting regular inspections of facilities to detect and resolve problems.
- Plan and manage all repair and installation activities.
- Ensure all maintenance worker adhere to safety and policies and procedures.
- Assign repair and follow-up evaluation to assure task is complete.
- Documenting and preparing daily progress reports and maintenance logs.
- Oversee equipment stock and placing orders for supplies as needed.

Maintenance Foreman Requirements:

- High School diploma or equivalent.
- A minimum of 5 years experience in maintenance, and 2 years as lead/supervision.
- Good understanding of the technical features of plumbing, carpentry, and electrical systems.
- Strong knowledge of facilities machines and equipment.
- Excellent organizational and leadership abilities.
- Exceptional communication and interpersonal skills.

Benefits include: Health Insurance, Vacation and Sick Leave.
Salary DOQ \$30-\$35 per hour