

Carlyon Beach Homeowners Association Lead Maintenance Position

About this Opportunity

The Carlyon Beach Homeowners Association (near Olympia, WA) is seeking a lead maintenance technician to join our facilities team. The position offers flexibility in day-to-day tasks, including working in the shop, parks, and marina.

Major areas of responsibility include the tasks required to maintain our neighborhood in a clean, fresh, and inviting way:

- Inspect the property, grounds, buildings, and common areas to maintain high safety and cleanliness standards
- Identify and prioritize maintenance needs
- Inventory control of materials and tools
- Ensure maintenance shop is neat and organized
- Compile lists of materials needed to complete projects in a timely manner
- Promptly communicate verbally and in writing with the operations manager concerning all maintenance issues
- Ensure the maintenance of equipment and tools in a clean, secure, and appropriate working conditions including but not limited to generators, mowers, trimmers, backhoe, pickup trucks, and tamper
- Assist with property emergencies such as snow removal or other inclement weather situations
- In conjunction with the operations manager, establish the work schedule for the maintenance staff
- Recognize and correct conditions which require maintenance work
- Comply with all safety regulations

Desired qualifications, knowledge, skills, and abilities:

- Valid driver's license
- High School diploma or GED
- 5 years experience in related facilities maintenance
- Experience with heavy and light equipment operation, safety, maintenance, and repair
- Experience with roads, grounds, and landscaping maintenance
- Ability to carry out other tasks, perform physical labor, operate tools and machinery, and lift at least 80 pounds.
- Ability to work in wet, damp, hot, cold, and dusty conditions
- Ability to stoop or kneel to gain access to work areas
- Ability to work while standing for extended periods of time
- Ability to communicate in a professional and cordial manner with co-workers and residents
- Ability to work independently with little supervision
- Ability to use Microsoft office including Outlook for email, Excel and Word
- Ability to be at work on a regular and consistent basis; overtime may be required for this position
- Ability to drive a truck towing a utility trailer
- Ability to operate hand and power tools and other equipment needed for maintenance tasks

- Ability to obtain Washington CDL with tanker endorsement

Compensation:

\$20 - \$22 per hour

Health, dental, vision, life insurance

Paid time off

To apply:

Send your resume and cover letter to: apply@carlyonbeachhoa.com

Please send questions to Lisa Krupp, CBHA Board of Trustee president at apply@carlyonbeachhoa.com

To learn more about our community visit our website carlyonbeachhoa.com

This position is available immediately.

As a selected candidate, you will be subject to a pre-hire drug screen and background check.