

Title: Rock Island Conservation Club Grounds and Buildings Resident Manager

Compensation: Two bedroom house with two car garage furnished, water/sewer & garbage pickup furnished.

Type: Year Round

Location: 2421 Big Island Parkway Milan, Il.

Description: This position is a year round non-benefit eligible position requiring approximately 30+ hours per week during summer seasons, and 10-20+ hours per week during off seasons. Incumbent is required to live on premises year round in house provided. Performs security checks of buildings and grounds (to include interaction with club members and guests), performs maintenance on buildings and equipment, and provides oversight of club buildings, equipment, and 110 acres of club grounds.

Standards for Initial Consideration:

Education: Training in a vocational or trade school of electrical, carpentry, plumbing is desirable. First aid or CPR training is also desirable.

Work Experience: Experience in commercial equipment in a grounds maintenance, caretaker or construction environment where mechanical aptitude was demonstrated.

Essential Skills: * Ability to identify problems, troubleshoot and develop practical solutions. * Ability to work independently and with a team. * A working knowledge of electrical, plumbing, carpentry principles. * Ability to work on and maintain motors, engines and other mechanical equipment. * Ability to operate industrial equipment and hand tools such as chainsaws, tractors, mowers, tractor attachments, and towable vehicles. * Valid state driver's license required. * Ability to communicate effectively both oral and written. * Professional attitude, tact and courtesy necessary to deal with members and customers.

Responsibilities:

1. Perform weekly ground maintenance work including, but not limited to: Mowing, weed cutting, cutting brush along lakes, trails, and roadsides, hauling gravel and garbage, grading, snow removal, pruning, thinning, and planting of trees, shrubs, and grass.
2. Inspect all buildings on club property once a day (minimum).

3. Keep the clubhouse presentable at all times, clean-up within 24hrs after each event. Janitorial tasks includes: Sweeping, mopping, vacuuming, cleaning and disinfecting all restrooms. Ordering of supplies, Emptying of trash containers, refilling of paper towels and toilet paper. General cleaning, Replacing of light bulbs, Strip and wax floors once a year. When clubhouse is contracted out for a rental, the caretaker is paid by contracted renters for cleanup of the clubhouse. When clubhouse is used for a club sponsored event, the caretaker is responsible for cleanup of the clubhouse. Compensation for cleanups of club sponsored events is part of the caretakers utilities incentive package.
4. Have buildings open and ready for each scheduled activity as required. **This includes all contracted rentals.** This would require setting up tables and chairs (if required), and have heat on in cold weather and AC in hot weather.
5. Operates trucks, tractors, and commercial mowing equipment to maintain grounds, **(only licensed trained individuals are allowed to operate any club vehicles)** perform daily garbage pick-up (during high season), plow snow, shovel entrances to buildings, and haul materials. Shall be responsible for general scheduled maintenance and upkeep on all equipment. This includes sharpening of equipment/mowers, oil changes, greasing, and washing of equipment and vehicles. Record books will be kept of all maintenance performed as instructed by the caretaker committee.
6. Shall attend all Board of Directors meetings and General Membership meetings. In the event the caretaker cannot attend the Board meeting, his report shall be made available for the meeting in written form.
7. Shall patrol club grounds daily, perform spot checks for current stickers on vehicles and if so warranted, check personnel for current membership cards. Check that boats are properly registered and stored in designated areas. Weekends, holidays, and evenings will require additional patrols. Supervise campground registrations, and enforce camping rules. Infractions shall be dealt with accordingly, and enforced by the Board of Directors.
8. Snow removal over 2" in main entrance and parking areas for main and old clubhouses. Ensure entrances to both club houses are free of snow and ice.
9. Shall collect all garbage around club grounds and in club houses daily (during high season) or as needed and have garbage ready in a dumpster on pick-up day.
10. Shall be present at all scheduled work days (twice yearly), club annual picnic, and two Hunter Safety trainings.
11. In the event of an emergency; heating, plumbing or electrical problems should contact the proper people for repairs. Inform club president if possible. The parties to be contacted shall be designated by the board.

12. Submit receipts for any and all expenses incurred under the normal scope of duties as required. Petty cash funds are to be used and any additional receipts will be fully reimbursed by the club. Receipts shall be required for payment along with a signed voucher explaining the purpose of expenditure. Any amount over \$199.99 requires the approval by the board of directors.

13. In the event that the caretaker will be absent from the club grounds for a period over 24 hours and be unable to complete his designated duties, he must notify the club president at least 1 week in advance when possible excluding emergencies. 14. Shall maintain septic systems and water systems and keep documentation on said maintenance.

**Applications must be postmarked by: May 31,
2020**

**Application form mail to:
RICC Caretaker Committee
PO BOX 3733
Rock Island, IL. 61204-3733**

Download an application at:

<https://ricconservationclub.org/wp-content/uploads/2020/04/RICC-CaretakerApplForm.pdf>