



Position: **Lead Hand Maintenance**

Job Type: **Full Time (Season)**

Posting Date: **January 1, 2025**

Closings Date: **January 30, 2025**

Job Description

Reporting to the Executive Director, The Lead Hand will take direction from the House and/or Harbour Master to ensure the proper upkeep of the Club inside and out. In addition to being hardworking and energetic, the Lead Hand will be flexible in rotating through functions as determined by the Executive Director on a weekly basis. In addition to maintenance duties, the Lead Hand may be called upon to communicate between the Executive Director, House/Harbour Master and maintenance team.

Duties & Responsibilities

- Be a leader and role model for junior RLWYC team members.
- Provide assistance to the Lead Dock Hand
- Provide assistance to the hired handy man when necessary.
- Create daily and weekly maintenance lists and manage the execution to deadline.
- Schedule maintenance staff.
- Manage maintenance labour budget.
- Participate and lead your team in delivering in the following:
 - Set up and take down for events (moving furniture, table & chair set up)
 - Exterior Club maintenance including but not limited to pressure washing, web removal, deck maintenance.
 - Site maintenance including but not limited to garbage management and removal, cleaning & maintaining storage areas, clearing & maintaining paths, maintaining play structures, flower planting and maintenance.
 - Dock maintenance including but not limited to repairing boards, cleats and bumpers.
 - Interior Club maintenance including but not limited to washing floors, laundry, bathrooms & windows.
 - Identify maintenance issues and address those within ability.
 - Identify and escalate maintenance issues beyond ability.
 - Assist members with docking during busy drop off and pick up times
 - Pick up and delivery of food, liquor and supply orders
- Function as liaison between Managers, Executive Director, House/Harbour Master and maintenance team, as necessary.



Job Specifications/Qualifications Required

- Effective communication skills
- Self-motivated collaborator
- Attention to detail.
- Ability to see what needs doing and takes initiative to do it.
- Skill using hand and small power tools to perform light maintenance.
- Knowledge of proper knot tying
- Ability to lift and carry 30lbs.
- Must have Social Insurance Number
- Boating Experience and pleasure craft operator license is mandatory. The Club is on an island and the Lead Hand is required to have the ability and willingness to operate a boat during all hours of the day and in all weather conditions.

Applications, along with covering letter, should be sent to JobsApply@rlwyc.ca. We thank all applicants for their interest in this position.