

**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 20+ hours per week during busy seasons, and 10+ 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 chain saws, 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 clubhouse presentable at all times, clean-up within 24hrs after each event. Janitorial tasks includes: Sweeping, mopping, vacuuming, cleaning and disinfecting of 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 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 so 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 camp ground 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 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.

Compensation/House Agreement:

1. Shall admit the club president and a board member into the house at least once a year for an inspection of the house.
2. Shall furnish a \$750.00 deposit prior to moving into the house.
3. At such time as the person selected shall no longer be caretaker of the club and move from the house, the deposit paid by that person prior to moving into the house will be repaid providing that the premises meets the boards' approval after inspection, and that no other monetary issues/discrepancies exist with the club. Walls in the interior of the house can be painted, however prior to moving out all walls must be returned to a neutral color.
4. Shall pay for his/her own gas, electricity, and phone bills. (Utilities) After a 90 day probation period, The RICC can offer to pay up to \$100.00 per month towards house utilities. Any amount over the \$100.00 will be paid directly to the RICC Treasurer prior to the next billing period. Any payments not received past 90 days, the RICC will terminate this agreement and NOT pay the \$100 towards monthly utilities, and utility payments will be at the caretaker's cost.
5. Shall be bondable. The cost of the bond to be paid by the club. The board of directors will also conduct a background investigation prior to hiring of caretaker.
6. All pets may not be allowed to run loose on club grounds or swim in lakes. Pets must be on a leash at all times, or in a fenced in area.
7. The Caretakers Committee shall govern the supervision of the caretaker, with the President of the club to be sole delegate for the committee. The caretaker will meet with the Caretakers Committee on a quarterly basis for an evaluation of his/her work accomplished during that period. Evaluation will include duty performance, conduct, suggestions, or identification of negated duties. Evaluations will be recorded and can be used for possible termination if so warranted.
8. At least a 30 day written notification must be given by either party to complete termination of service.

9. The Board of Directors has the right to terminate the caretaker if such conduct, illegal activity, or negation of above listed duties so warrant. A written 30 day notice shall be given but not required depending on circumstances.
10. Storage of caretaker's personal property is limited to the house and garage. Other buildings are for storage of club property only. Appearance of house, garage, and grounds surrounding house must be maintained at all times.
11. The house is a single family 2 bedroom house with a two car garage included, Intended for the caretaker, spouse and immediate children. All guests must have prior approval from the RICC Board of Directors.
12. \$250.00 pet deposit for EACH pet.
13. Any of the above rules may be amended at anytime by the Board of Directors without prior notification to the membership.

**Applications must be postmarked by:
August 15, 2018**

**Application form on the next page:
Mail to:
RICC Caretaker Committee – Jay Pienta
2116 24st
Rock Island, IL. 61201**

**Rock Island Conservation Club
Grounds and Buildings Manager Application Form**

Name: _____ Age: _____

1. Are a member of this club? Yes ___ No ___
2. Have you ever been convicted or arrested for a felony? _____
3. Do you presently rent or own the home you live in? _____
4. Have you ever served in the military? _____ length of time? _____ type of discharge _____
5. Years of education _____
6. Presently employed? _____ where? _____ how long? _____
7. Prior employment _____ how long? _____
8. Reasons for leaving? _____
9. Marital status: Married ___ Single ___ Number of children living at home _____
10. Ages of children _____
11. Any known mental or physical problems? _____
12. Would you able to lift objects up to 50lbs, sit for extended lengths of time, and do walking chores such as weed wracking? Yes ___ No ___
13. Name, addresses, telephone numbers of three references (no family)

14. Explain why you think you would be a good manager for our club and why do you feel you should be selected for this position _____

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and beliefs and are made in good faith. I understand that a knowing and willful false statement on this form can and will exclude me from consideration for this position or terminate me from this contract at any time.

Name: _____ Signature: _____

Date: _____ Phone Number: _____

Please use the back of this form for additional comments.

If you have a resume, please send with this form.

Application must be postmarked by 15 August 2018