



**Job Title:** Facilities, Docks, and Grounds Specialist

**About Us:**

Discover Lake Chelan, established in 2019, proudly serves as the primary transportation system and gateway to upper Lake Chelan, facilitating the journey for over 50,000 individuals annually. Our commitment is deeply rooted in supporting the magnificence of this picturesque destination, and we are seeking a dedicated individual to join our team.

**Overview:**

The Facilities, Docks, and Grounds Specialist role entails maintaining the buildings and grounds of the Lake Chelan Boat Company, overseeing the upkeep of equipment and supplies, determining and scheduling repairs or renovation projects, and coordinating safety inspections.

**Job Description:**

- **Facility Maintenance:**
  - Conduct routine inspections and maintenance of buildings, docks, and grounds.
  - Address repair needs promptly and efficiently.
  - Oversee the cleanliness and aesthetic appeal of the facilities.
- **Equipment and Supplies:**
  - Manage and maintain equipment and supplies inventory.
  - Coordinate procurement of necessary supplies for maintenance tasks.
- **Project Management:**
  - Identify repair and renovation projects, determining priorities and timelines.
  - Coordinate with team members for project execution.
  - Ensure projects are completed within established timelines and budget constraints.
- **Safety Inspections:**
  - Schedule and oversee safety inspections for facilities and equipment.
  - Implement corrective measures to address safety concerns.
- **Self-Starter and Handyman Skills:**
  - Demonstrate initiative in identifying and addressing maintenance needs.
  - Possess basic handyman skills for minor repairs and adjustments.
- **Bike Maintenance:**
  - Learn and perform basic bike maintenance tasks as required.
- **Team Player:**
  - Collaborate effectively with other team members and departments.
  - Participate in team projects and contribute to a positive work environment.

**Qualifications:**

- Valid WA State Driver's License.
- Ability to lift up to 50 pounds.
- Availability to work weekends and early morning shifts as needed.
- Previous experience in facility management and project management is preferred.



- Self-motivated with a proactive approach to problem-solving.
- Basic handyman skills and a willingness to learn bike maintenance.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Applicants must be eligible to work in the United States to be considered for this position

**Pay Range, Hourly: \$17-\$28**, Depending on Experience. This is a full-time, year-round position that is eligible for benefits: medical, dental and vision.

Send resume to: Rae Ann Webb, *HR Manager* [raeann@discoverlakechelan.com](mailto:raeann@discoverlakechelan.com)

*Discover Lake Chelan is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.*