



FACILITIES MANAGER RESPONSIBILITIES

OVERALL:

1. Attend one board meeting each month that the board meets.
2. Attend each committee (Lake, Pool, and Park) meeting when asked. It will be up to each committee to invite the facilities manager to attend their meetings as often as necessary.
3. The Facilities Manager may not be a trustee or an officer of the board.
4. The board will give the manager some flexibility for when he or she needs to leave town, providing that the manager has made arrangements for coverage with board members.
5. Make the board aware of any more extensive maintenance projects that must be done. The board would direct the manager to complete those projects by himself/herself for additional pay, or gather bids for hiring out the projects.

PARK:

6. Negotiate a landscape maintenance contract. See that the contract is carried out. Contract for out of the ordinary landscape maintenance (downed limbs and trees).
7. Procure the portable toilets as directed by the park committee.
8. Provide for regular pickup of all trash containers. Pickup all trash throughout the parks.
9. Oversee regular maintenance for:
 - The picnic shelter and big toy/swings area.
 - The baseball diamond, backstop and benches.
 - The tennis/basketball courts. Pressure wash surfaces, maintain tennis net and basketball hoops, maintain gates and fence.
 - Gazebo and lower park.
 - Automatic gates and manual gates.
 - Gravel and curbing in upper and lower parks.
 - The security lighting at the tennis courts and picnic shelter in the upper park; and at the gazebo and parking lot in the lower park.
 - Dog Park.
 - Ensure the sports equipment bins located in the pool hut are complete and in working order at the beginning of each summer season (before the pool hut opens).
10. Give the park committee input on additional improvements for the parks.
11. Facilitate park opening and clean up for private parties (members and non member) and special uses of the parks.

LAKE:

12. Watch for signs of excessive marine weed growth and blue green algae. Alert Board.
13. When needed, assist in procuring a contractor for the treatment of marine weeds and blue green algae in the lake.
14. Monitor water level in the lake. Operate outlet gate to optimize water level and see that lakefront properties are not endangered by the rising water level during periods of heavy rain. Remove debris from outlet gate that may impair its proper operation.
 - a. Ensure the lake outlet is checked weekly and kept free of debris. Debris should be removed from the area so that it will not end up back in the lake.
 - b. Adjust outlet dam and fish screen as needed for storm runoff. Recommendation for adjusting gate and fish screen are as follows: When the water level is 4 inches above the gate, it should be opened 2 inches. Open it 2 inches more for each additional inch over the top. The gate only opens a maximum of 6 inches total. Diligent (perhaps daily) attention should be

- paid to keeping the fish screen clear of debris. It should be removed when the water is 6 inches above the gate. The fish screen is the biggest impedance to water exiting the lake. The fish screen is required in order for us to plant any type of fish.
15. Inspect lake and remove debris, unauthorized and unclaimed watercraft from lake.
 16. Provide maintenance for swimming beach and fishing beach, swimming beach to be raked once every two weeks, including raking into the water a few feet to prevent and remove unwanted plant growth, and remove debris (leaves and branches, etc).
 17. Negotiate contracts for park and island maintenance.
 18. Turn on well pump between May 15 and June 15. Turn the pump off between October 1 and November 1. Provide for pump repair as necessary. Check pump operation and inlet to lake (remove any blockages or weeds) once each week when pump is on.
 19. When needed, assist in procuring contract for 3 fish plants
 20. Inspect bridge, boat and oars. Maintain as necessary
 21. Work with committee to coordinate the volunteer monitoring of the lake's vital signs as outlined by the City of Bonney Lake Manual

POOL:

22. Prepare pool and pool house for upcoming season: clean exterior and make sure pool is full of water, etc.
23. Beginning of season plumbing fixtures:
 - a) Replace diaphragm and top of flush assembly on toilets and urinal.
 - b) Close relief valve and replace cap. Remove handle and save.
 - c) Close water heater drain valve.
 - d) Close valves above water heater that say "open during winter".
 - e) Close hose valve below drinking fountain.
 - f) Turn on water to bathrooms.
 - g) Wait until the air has cleared the lines and then shut off showers.
 - h) Test all fixtures to make sure they are working.
 - i) Turn gas on to water heater and light water heater.
24. Assess and arrange for repairs on pool. Make minor repairs on pool house.
25. Contact mechanical/chemical supplier to make sure all mechanical equipment is operating properly. Schedule this supplier for regular service.
26. Arrange for replacement of broken equipment.
27. Satisfy requirements of health department.
28. Manage unforeseen events such as disruptive users, emergencies and plugged toilet.
29. End of season winterize plumbing fixtures (following to be done in the order listed):
 - a) Turn off water to bathrooms.
 - b) Turn off gas to water heater, valve on line next to the heater and the valve on the heater.
 - c) Drain water heater and leave open.
 - d) Open valves above water heater that say "open during winter" and leave open.
 - e) Open shower valves (boys and girls) and leave open.
 - f) Open hose valve below drinking fountain and leave open.
 - g) Open newly installed relief valve in boy's toilet stall (to drain water from shower pipes) and leave open.
 - h) Open lavatory sinks spring type faucets for 1-2 minutes to drain those lines.
 - i) Pour anti-freeze into sink traps.
 - j) Flush toilets and urinal to drain valves and relieve pressure. Remove top of flush assembly. Remove diaphragm and vacuum water out of assembly. Leave open. Remove as much water as possible from bowls and pour anti-freeze into toilet bowl traps.