



Lummi Island Scenic Estates
Community Club, Inc.

1211 Island Drive, Lummi Island, WA 98262
(360) 758-2699 www.LISECC.com

Job Solicitation: LISECC Operations Staff

Lummi Island Scenic Estates Community Club seeks qualified candidates to fill the position of Operations Staff with our community.

Position:

The LISECC Operations Staff position is a part-time hourly/non-exempt position working at the direction of the LISECC Board of Directors. Operations Staff positions are under the supervision of the Operations Manager and directly involved in the maintenance and support of the community's assets and infrastructure. Compensation is based upon a part-time status of 0.5 FTE and is set by the Board of Directors. Work schedule is determined by job needs and may include occasional weekends, evenings, and holidays. Benefits are as described in the current LISECC Personnel Policy Manual. A full description is available on our website at www.lisecc.com.

Qualifications/Position Overview:

- Must be able to perform duties requiring trained, professional activities as well as physical labor that includes digging, lifting, operating machinery, and other physical situations that may arise.
- Position requires either Water Plant Operator or Operator-n-Training (OIT) certification through Washington State Dept of Health.
- Responsible for the Management of the LISECC Water Systems. Must follow all regulations and procedures outlined in the LISECC Small Water Systems Manual; perform daily operation and maintenance activities; monitor water quality; and act as the backup contact for County, State, and Federal Agencies.
- Work and train with the Operations Manager and Project Manager.
- Responsible for accurate recordkeeping on several levels.
- Must create and maintain positive, harmonious relationships with LISECC members, staff, and Board of Directors.

Process:

To apply, candidates should respond via email a resume, cover letter, and references to liseccboard@gmail.com. References supplied may be contacted. We will conduct an initial review of applications on March 23, and qualified candidates will be contacted to schedule an interview date and notified if additional information is required by the hiring committee. Position is open until filled.

Lummi Island Scenic Estates is a residential community located on Lummi Island, Washington. LISECC is the largest managed community on Lummi Island with 399 dues-paying lots, an award-winning shared water treatment and distribution system, and amenities that include a marina, clubhouse and mountain swim lake. We are governed by our published by-laws ([here](#)) with an elected volunteer Board of Directors.

From the LISECC Personnel Policy Handbook:

The policy and intent of LISECC is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age. LISECC intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. LISECC seeks to do business with vendors that encourage equal employment opportunity.

LISECC intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Human Resource Committee Chair or Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to LISECC for posting or circulation within LISECC and for public notification. Posted positions will be open for a minimum application period of 15 days