

ARMDALE YACHT CLUB
HOUSE & GROUNDS OFFICER POSITION DESCRIPTION

Responsible to:

- The Vice-Commodore

Duties and Responsibilities:

- This Committee shall consist of the House & Grounds Officer and not less than two other Members approved by the COM.
- The Committee will ensure implementation and delivery of COM approved activities related to AYC property and facilities.
- Act as point of contact for the AYC staff on any house or grounds related repairs or incidents.
- General assessment and inspection of house and grounds to determine needs (current and future), considering strategy and preventative and general maintenance.
- Interact with general contractors, repair persons, etc., when collecting quotes, work estimates and oversight of delivery of services.
- Arrange for major repairs/upgrades, carpet cleaning and general deep cleaning during the annual shutdown period first two weeks in January.
- Arrange for spring cleaning and preparation of grounds/gardens to take place in April/May and the trimming of the scrubs in October of each year.
- Arrange to have the deck furniture to be put out in May/June and the storage of deck furniture in October/November each year.
- Perform minor upkeep, such as light bulb replacements, paint touch-ups, signage updates, and furniture repairs at a minimum.
- Organize the annual inspections of propane fireplace, fire suppression, oil furnaces, electrical panels and other areas as required.
- Work in conjunction with the Yard Officer and Marine Services Manager to find ways to share resources.
- You are required to be able to use a step ladder and have the ability to lift up to 25 pounds.
- Monitor House & Ground e-mails and address issues as they arise.
- Assist the Commodore and COM with the management of the club as outlined in the Bylaws.
- Uphold the Code of Conduct of members of the Club as set out in the Bylaws.
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike.
- Possess a good working knowledge of the AYC Bylaws, regulations and policies.
- Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
- Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position.
- Participate in the annual strategic planning process.
- Participate in the annual budgeting process including development of budget for area of responsibility.
- Carry out such other duties as the COM may delegate from time to time.
- Provide incoming COM member with relevant transition information to assist with following year's activities.

Approved by the Committee of Management on March 21, 2018