

Sun Valley Iowa Lake Association (SVILA) Job Description

Facilities & Infrastructure Staff Position

Purpose

The Facilities & Infrastructure Staff position provides direct support and work capacity in support of the Facilities Supervisor of the Sun Valley Iowa Lake Association (SVILA). The Staff member's essential job duties are nearly identical to the Supervisor's, but adjusted in volume and scope, to:

- a. Compliment and leverage individual skills and experience.
- b. Create depth and capacity that enhances the overall execution of the facilities and infrastructure maintenance responsibilities.
- c. Provides opportunities to develop the staff member's knowledge and skills in all facets of managing the complex maintenance activities of the Association.
- d. Build working relationships with contractors, vendors, and other associated parties, targeting the potential for succession of the Facilities staff member into the Supervisory position, when the timing is appropriate.
- e. See the SVILA Facilities & Infrastructure Supervisor position description for the full list of duties and expectations. This position generally reports to the Facilities & Infrastructure Supervisor.

Duties and Responsibilities Link: [Facilities Supervisor Duties](#)

Required Skills or Qualifications:

The Facilities staff member should have work experience in a skilled trade or maintenance role and possess strong verbal and written communication skills. A minimum of one year of related experience is desired. Experience with construction-or-skilled trades, and/or project management is also acceptable. The Facilities staff member must be able to interact effectively with a broad cross section of people in a consistently professional manner.

Work Conditions

Pass a criminal background and a drug test and possess a valid Iowa Driver's License.

Work Schedule

This is an hourly, non-exempt position, and can be a seasonal position. While SVILA adheres and administers to a 40-hour work week, during the peak summer season this position will occasionally need to work weekends and excess of 40 hours.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee must:

- Be able to frequently stoop/bend.
- Be able to regularly use hands and arms.
- Be able to regularly stand and walk.
- Be able to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision.

Residence

Prefer, but not required, that the occupant of this role live within a 40-mile radius of SVL.

Salary — open, commensurate with background and experience.

Benefits

Consult the SVILA Employee Handbook for a list of benefits and services SVILA provides.

Questions

Contact the SVILA Association Manager at LakeManager@sunvalleylake.com.

Sun Valley Iowa Lake Association is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations.