

## LLCC Lakes, Dams & Parks Department Project Manager Job Description

Lake Limerick Country Club owns, maintains, and operates 7 parks, 2 lakes, 3 dams, and associated facilities. The Lakes Dams & Parks Project Manager's responsibilities includes managing the planning, designing, implementation and project managing improvement and maintenance projects for the Association's lakes, dams and parks and their associated buildings, structures, and equipment ensuring they are safe and functional. A strong background in management, technical skills, construction fundamentals and technology are required. This position reports to the LLCC Community Association Manager (CAM).

### MAIN DUTIES:

1. Collaborate with the Lake/Dam Committee and the CAM on annual expense budgeting for Lakes, Dams & Park's assets maintenance.
2. Collaborate with the Lake/Dam Committee and the CAM on annual and long-term capital improvement projects.
3. Manage Lakes, Dams & Parks projects from inception through definition, requirements, regulatory approval, contracting, construction and project completion.
4. Define and document requirements for the long-term improvement of lakes and parks facilities and structures, including the analysis and presentation of options for improvements.
5. Create bid packages used to solicit contractor bids.
6. Create required regulatory requests and permit applications for maintenance or improvement projects.
7. Perform and manage data gathering from the Lake Data Loggers and Water Quality testing program including maintaining records.
8. Perform periodic Dam inspections and update the Dam Operations & Maintenance Manual and coordinate with Facilities on the annual weir board installation and removal.
9. Coordinate lake operations and periodic maintenance efforts with the Department of Ecology's Dam Safety Office Engineers, Lake Management Specialists, and Aquatic Herbicide contractors.
10. Liaison with the Facilities Manager regarding Park operations and maintenance of park facilities, playgrounds, and outdoor recreation spaces.

### ADDITIONAL DUTIES:

11. Coordinate the establishment and implementation of a comprehensive program to reduce contaminants entering our lakes and degrading water quality. Duties encompass:
  - Verification of septic systems testing of members' lots
  - Fertilizer runoff control
  - General oversight of all potential lake contamination sources
12. Research, create and write applicable grant opportunities.
13. Coordinate the identification and removal of dangerous and damaged park trees with arborist support as determined.
14. Monitoring the safety and cleanliness of interior and exterior areas, such as park facilities and restrooms, parking lots, dams, and outdoor recreation spaces.
15. Create progress reports on projects for management and other relevant staff.

### REQUIRED KNOWLEDGE/SKILLS:

- Knowledge of facilities planning and construction management processes and procedures.
- Knowledge of estimating, budgeting, and scheduling practices.
- Knowledge of status of costs of new construction, escalation factors, and market trends.
- Knowledge of building codes and standards of practice.

- Knowledge of laws governing construction contracts and contracting.
- Knowledge of construction materials and methods.
- Knowledge of environmental regulatory requirements
- Knowledge of supervisory practices and principles.
- Understanding the discipline of Limnology to support lake management activities and job requirements.
- Skills in reading and interpreting plans and specifications and to compare them with construction progress.
- Skills in both verbal and written communications.
- Familiarity with both local and state Regulations and Shoreline management requirements regarding construction and maintenance activities on or around Lakes and Rivers (with Dams) is a plus for this position.
- Proficient skills with Microsoft applications