

**AARC JOB DESCRIPTIONS
LIST "B" -- FACILITIES**

Task: **Shell Inspection (one shell at a time)**

Description: Check shell for damage
Tighten all fittings
Log damage and report to Boathouse Manager.
Inspection team to coordinate schedule with Boathouse Manager.

Special Requirements: Knowledge of shells.
Inspection criteria & training by Boathouse Manager.
Coordinate schedule for weekly inspection with other shell inspectors.

Frequency: Weekly (30 minutes)

Task: **Oar Inspection (one set at a time)**

Description: Inspect oars for damage

Special Requirements: Inspection criteria & training by Boathouse Manager
Coordinate schedule for weekly inspection with other oar inspectors.
Inspection team to coordinate schedule with Boathouse Manager.

Frequency: Twice Monthly (1.0 hours)

Task: Spring Oar Painting (May)

Description: Inspect and repaint oars.
For two weeks during May, for 30-40 minutes every other day,
prepare and paint 4 sets of oars.

Special Requirements: Oar painting training and coordination by Trainer (Jen S.)

Frequency: May (up to 8.0 hours)

Task: Spring Oar Painting Trainer (Jen S.)

Description: Provide training for Spring Oar Painters.

Special Requirements: Prior experience painting oars.

Frequency: May (up to 8.0 hours)

Task: Dock Cleaning / Inspection

Description: Clean Dock using broom
Inspect dock for loose / missing hardware
Repair if possible
Report major items to Boathouse Manager

Special Requirements: Coordinate schedule for month with other Dock Cleaners/Inspectors.

Frequency: Daily (30 minutes)

Task: Sweep Boathouse

Description: Sweep boathouse floor

Special Requirements: Coordinate schedule for month with other with other Boathouse sweepers.

Frequency: Twice weekly (30 minutes)

Task: **Wash Boathouse Towels**

Description: Pick up towels from boathouse to launder; return them to boathouse within 3 days.

Special Requirements: None

Frequency: Once weekly

Task: **Put Out Trash & Recycling for Pick-up**

Description: Place boathouse trash and recycle containers at city pick-up location (beside restrooms on way to dock).

Special Requirements: Must happen every THURSDAY evening for Friday pick-up.

Frequency: Once weekly (as above).

Task: **Inspect/Maintain Boat Lights**

Description: Check that all boat lights (bow and stern) are functioning. Replace batteries and/or repair if possible. Flag all lights that are not functioning & report need for further attention to Boathouse Manager

Special Requirements: Inspection Criteria and Training Provided if Needed.

Frequency: Once per week (30 minutes)

Task: Late Summer Oar Painting (August)

Description: Inspect and repaint oars, as needed

Special Requirements: Oar painting training provided.

Frequency: August (up to 8.0 hours)

Task: River Mower

Description: Mow weeds in river.
Participate on 5-6 person team committed to mowing as needed, up to once per week per team member.

Special Requirements: The following experience is desired, although some training can be provided:
Prior experience mowing Argo Pond.
Knowledge of AARC equipment and mower operation.
Prior training for driving launch for mowing purpose.
If questions about training opportunities, pls see Stewardship Administrator.

Frequency: Approximately 8-10 hours per month. Dependent on river conditions.
