



***Birch Bay Village Community Club (BBVCC) seeks***  
**CAPITAL PROJECTS & ASSET MANAGER**

**POSITION SUMMARY**

Under the direction of the General Manager and in conjunction with the Maintenance Supervisor, the Capital Projects & Asset Manager is responsible for protecting, maintaining, replacing, improving, and maximizing the value of BBVCC's common property physical assets. This position develops and implements asset replacement plans, preventive maintenance programs, and oversee capital improvement project permitting, design, and construction.

This position works with the Board of Directors, Board appointed Committees, staff, consultants, engineers, and regulatory agencies to ensure BBVCC's common property assets remain safe, functional, financially sustainable, and compliant with governing documents and applicable regulatory requirements.

**WHAT WE OFFER**

**SALARY**

- \$110k - \$135k (starting salary based upon experience)  
*While this is intended as a full-time position, BBVCC is open to a reduced schedule*

**BENEFITS**

- Medical & Dental Insurance
- Voluntary Vision, Voluntary Life & AD&D, Voluntary Critical Illness & Voluntary Accident
- Vacation – Increases with Longevity
- 9 Paid Holidays + 1 Personal Holiday
- Simple IRA – 3% Company Match
- Sick Leave – 1 hours accrued for every 40 hours worked

**WHO WE ARE**

Birch Bay Village Community Club (BBVCC) is a private, gated residential community situated on the northern shores of Birch Bay. This large-scale homeowners association (HOA) encompasses 1,128 lots and a population of approximately 2,000 residents and governed by a seven-member Board of Directors.

The HOA features a wide array of amenities including a 9-hole golf course (with two pin placements allowing for 18-hole play), a 250-slip marina with direct access to Birch Bay and the Salish Sea, two swimming pools, tennis and pickleball courts, multiple parks, walking trails, and private beaches, which provide opportunities for relaxation, beachcombing, and outdoor fun. In addition, BBVCC has a central clubhouse that serves as a hub for social events, meetings, and community gatherings.

BBVCC provides a safe and quiet living environment with 24/7 gated security provided by a private firm. The Village is known for its serene atmosphere, making it a popular choice for retirees, vacation homeowners, and families seeking a close-knit, community-oriented lifestyle. The HOA manages all maintenance, security, and community improvements, ensuring a well-kept and appealing environment. Residents pay a monthly assessment fee which supports operations and amenity maintenance. To learn more about BBVCC, please click here [www.bbvcc.com](http://www.bbvcc.com).

## **TO APPLY**

Does this position interest you? To receive a copy of the full job description, please send your resume and cover letter to [kara@turnerhrservices.com](mailto:kara@turnerhrservices.com). Candidates are asked to address the following questions in their cover letter (2 pages or less):

1. Summarize your qualifications and experience that make you a good fit for this position, including describing the largest project you have been responsible for managing.
2. If you are from out of the area, please describe your interest in relocating.

First consideration given to information received by 11/16/26. Open until filled.

## **SUMMARY OF QUALIFICATIONS**

The Capital Projects & Asset Manager position requires a bachelor's degree in civil engineering, construction management or a closely related field, with equivalent experience considered, and five to eight years of progressively responsible experience implementing capital improvement plans or projects. Candidates should have strong knowledge of infrastructure and asset management, construction oversight, budgeting, procurement, contract administration, and environmental and land development regulations. Essential skills include interpreting engineering plans, managing multiple complex projects, developing long-range infrastructure plans, and communicating effectively with leadership, residents, consultants, regulators, and contractors. A valid driver's license is required; Washington Professional Engineer (PE) licensure and coastal project experience are preferred.

## **THE IDEAL CANDIDATE**

The ideal candidate is a collaborative, solutions-oriented professional with a strong background in civil engineering, infrastructure asset management, and capital project delivery. They combine long-range planning with practical experience overseeing permitting, design, construction, budgets, and contracts. Organized and proactive, they anticipate maintenance and replacement needs, exercise sound judgment, and recommend cost-effective solutions that protect the community's assets. They communicate technical information clearly, build productive relationships with residents, Board members, staff, consultants, and contractors, and are comfortable working both in the office and in the field. Experience with coastal infrastructure or marinas and Washington Professional Engineer licensure are especially desirable.

*BBVCC is an Equal Opportunity Employer*