



Job Title: Maintenance Worker Seasonal
Job Code: 413
Department: Maintenance
Reports to: Maintenance Manager
Class Code: 9066
FLSA Status: Non-exempt
Prepared Date: 10/15/03, updated 10/16/15, 3/16/17, 10/2020

SUMMARY

The Seasonal Maintenance Worker performs skilled, semiskilled-level tasks, in the maintenance, alteration, and repairs of Association buildings and amenities and to provide assistance and project direction for other maintenance staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, members, employees and business partners.

Assist with the inspection and estimating of buildings and facilities to locate conditions indicating the need for repair and maintenance work.

Perform general assistance with carpentry repairs to cabinets, floors, windows, doors, etc.

Make routine repairs to building wiring, switches, fixtures, motors, appliances, HVAC, and building utilities.

Perform preparation for welding assignments, fabricating parts and repair railings, brackets frames, and metal furniture. Perform welding preparation tasks on mild steel, brass, cast iron, aluminum, stainless steel, copper and galvanized metals.

Assist with building forms, calculating square feet of concrete needed, tying reinforcing steel, mixing, pouring and finishing concrete. Assist with concrete dry-pack, overlays, and patching.

Assist and prep for repairs to plumbing fixtures, gas lines, water lines, sewer lines and hydronic systems. Clean plugged drains, replace gaskets, faucets, supplies lines, etc.

Perform preparation and clean up for asphalt maintenance and repairs.

Perform manual snow removal process as required from parking lots, walkways, deck, propane tanks, ramps, roofs, fuel tanks, Mailboxes, etc.

Operate and care for Association vehicles and heavy equipment in accordance with established policies and procedures. Perform snow removal, and operate loaders (if licensed properly) or other equipment to provide snow removal service at its highest level.

As assigned, repair and upkeep playground equipment and other recreational equipment.

Observe work areas and report operating and safety problems in a timely matter.

Work safely and cooperatively with other departments.

QUALIFICATIONS To perform this job satisfactory, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education diploma (GED) and six months of related experience and/or training in maintenance of buildings; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Class A or B driver's license with a driving record meeting the minimum standard required by the Association insurance carrier or the ability to obtain is required. Current Cardiopulmonary Resuscitation (CPR) and First Aid certificate recommended.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information on a one-on-one and in small group situation to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here 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 individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and/or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibrations. The noise level in the work environment is usually loud.