AUBURN LAKE TRAILS
Job Description

JOB TITLE: Maintenance Worker

EXEMPT: No
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Lead
PREPARED BY: Management
APPROVED BY: Board of Directors DATE: 04/10/2019

DEFINITION: Under general supervision, performs semi-skilled level duties as a crew member or alone. Performs a wide variety of maintenance and construction tasks at Association common facilities, including roads and roadside, lakes and ponds, parks and common properties, buildings and related equipment, recreational facilities; performs all related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, other related duties may be assigned. Duties are performed in a professional and courteous manner to promote positive public relations.

Building & facilities maintenance

- Replace materials as needed, painting, cleaning, set up, installation/replacement of various components. Repairs/replaces siding and decking.
- Performs basic carpentry, electrical, plumbing and mechanical repairs. Repairs/replaces interior walls, tapes and textures as necessary.

Vegetation & landscape maintenance

- Landscape responsibilities include mowing lawns, trimming hedges and shrubs, pruning trees, and weed clearing. May remove brush and other vegetation and dispose of via burning or chipping. Employee may need to haul material.
- Operates power tools, hedgers, blowers, weed eaters, and other equipment associated with the tasks.
- May apply herbicides, pesticides and fertilizers under the supervision of a certified applicator.
- Other areas of maintenance include irrigation, culvert and other drainage repairs/maintenance.

Roads

- Cleans and maintains culverts, ditches, drains, trails, parking lots and roadways including patching and painting.

General Requirements

- Employee is responsible for preventive maintenance and cleanliness of equipment and vehicles. Employee returns equipment to the designated location. Check fluid levels and inspect all safety features prior to operation.
- Performs heavy manual labor, clean up and other duties as required.
- Performs periodic maintenance of gates.
- Maintains a clean and orderly work area within the maintenance department and in the field.
- Operates light and heavy equipment in the fulfillment of the above duties.

SAFETY: The employee is responsible to be familiar with all safety features of equipment associated with the duties as described above and to use the equipment in the prescribed manner and to report all incidents to his/her supervisor. Responsible for reading, understanding and following safety requirements contained in all the manuals.

QUALIFICATION REQUIREMENTS: The list below is representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND/OR EXPERIENCE: High School Diploma or General Education Diploma (GED).

LANGUAGE SKILLS: Ability to read and interrupt documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence,

MATHEMATICAL SKILLS: Ability to apply concepts of basic math.

REASONING ABILITY: To apply common sense understanding, carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

The employee is regularly expected to complete work with deadlines, to be alert and able to concentrate, and recall details. Work involves conclusions and problem solving based on practical application of established procedures and policies requiring little or no interpretation.

CERTIFICATES, LICENSES, AND REGISTRATIONS: Valid California driver's license in good standing. Medium equipment operator certificates preferred.

OTHER SKILLS AND ABILITIES: Knowledge of standard maintenance practices. Knowledge of the operation of a variety of mowers and other equipment as well as assorted power and hand tools.

PHYSICAL DEMANDS: The physical demands described are representative of those that should be met by an employee to successfully perform the essential duties and

responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

May work outside in all weather conditions.

The noise level in the work environment is normally moderate but at times loud.