



Tahoe Donner Association Job Description

Job Title: Maintenance Worker I
Job Code: 410
Department: Facility Maintenance
Reports To: Maintenance Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 12
Pay Range: \$13.97 – \$19.02 per hour
File Name: Maintenance Worker I.doc
Prepared Date: 3/15/07, updated 4/30/11, 10/16/15, 5/5/18

SUMMARY

The Maintenance Worker I performs a wide variety of grounds, building, alteration and maintenance work to the Association's buildings and amenities.

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

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

Provide assistance to other Maintenance Workers on plumbing, carpentry, electrical work, and other assigned maintenance jobs.

Maintain playground equipment repair and upkeep and other recreational amenity projects.

Clean, prepare and paint assigned surfaces.

Use a variety of hand and power tools to perform assigned maintenance tasks.

Observe work area and report operating and safety problems in a timely manner. Work safely and cooperatively with others.

Operate and care for Association vehicles and equipment in accordance with established policies and procedures.

Assist with snow removal including plowing, shoveling, and clearing snow from parking lots, walkways, stairways, and other assigned areas.

QUALIFICATIONS

To perform this job satisfactorily, 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

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier. Class B Driver License with a driving record meeting the minimum standards required by the Association insurance carrier required or the ability to obtain a Class B license is preferred. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

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 individuals with disabilities 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; 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 abilities required by this job include close vision, distance vision, color vision, peripheral 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 vibration. The noise level in the work environment is usually loud.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE