



## Tahoe Donner Association Job Description

**Job Title:** Maintenance Worker II  
**Job Code:** 411  
**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**Class Code:** 9066  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 16  
**Pay Range:** \$17.40 - \$23.58 per hour  
**File Name:** Maintenance Worker II.doc  
**Prepared Date:** 3/16/2007, updated 4/30/11, 10/16/15, 4/6/16, 09/18, 11/18

### SUMMARY

The Maintenance Worker II performs a wide variety of skilled and semiskilled tasks in the maintenance, alteration, and repair of Association buildings and amenities and to provide training 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, employees and business partners.

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

Perform general carpentry assignments, including repairs to cabinets, floors, windows, etc.

Installs and makes routine repairs to building wiring, switches, fixtures, motors, appliances, and heating, and air conditioning systems.

Perform welding assignments, fabricating parts and repairing, railings, brackets, frames, and metal furniture.

Build forms; mix, pour, and finish concrete.

Make repairs to plumbing fixtures, gas lines, water lines, and sewer lines. Clean plugged drains and replaces gaskets, faucets, flats, and valves.

Perform asphalt maintenance and repair.

Assist with preparing layouts, cost estimates, drawings for building maintenance and repair assignments. Keeps supervisor informed on status of all assigned projects. Regulate labor and materials on assigned projects.

Assist in snow removal process as required from walkways, parking lots, decks, etc.

Operate and care for Association vehicles and heavy equipment in accordance with established policies and procedures. Must be able to operate loader or other equipment to provide snow removal services.

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

Observe work area and reports operating and safety problems in a timely manner.

Work safely and cooperatively with others.

## **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**

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

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Class A or B Driver License with a driving record meeting the minimum standards required by the Association insurance carrier or the ability to obtain is required.

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, 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 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