



Job Title: Maintenance Worker I, II, II (All Levels)
Department: Maintenance
Reports To: Maintenance Manager
Class Code: 9066
FLSA Status: Non-exempt
Pay Range: \$15.54-\$20.96 / \$18.71-\$25.23 / \$21.55 - \$29.07
Prepared Date: 3/16/2007, updated 4/30/11, 10/16/15, 4/6/16, 09/18, 11/18, 2/2021

MAINTENANCE WORKER I 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.

MAINTENANCE WORKER II 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.

MAINTENANCE WORKER III SUMMARY

The Maintenance Worker III performs journey – level skilled tasks in the maintenance, alteration, and repairs 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, employee and business partners.
- Assist with the inspection and estimation of buildings and facilities to locate conditions indicating the need for repair and maintenance work.
- Perform general carpentry at a journey level to repairs to cabinets, floors, windows, doors, etc.
- Estimate load calculations to install and makes routine repairs to building wiring, switches, fixtures, motors, electrical appliances, HVAC, to building utilities.
- Perform welding assignments, fabricating parts and repair railing, brackets frames, and metal furniture. Perform welding tasks on mild steel, brass, cast iron, aluminum, stainless steel, copper and galvanized metals.
- Operate a building level, build forms, calculate square feet of concrete needed, tie reinforcing steel, mix, pour and finish concrete. Perform concrete dry-pack, overlays, and patching.
- Design and make load calculations and repairs to plumbing fixture, gas lines, water lines, sewer lines and hydronic systems. Clean plugged drains, replace gaskets, faucets, supplies lines, etc.
- Perform asphalt maintenance and repairs.
- Assist with preparing layouts cost estimates drawings for building maintenance and repairs assignments. Keep supervisor informed on status of all assigned projects. Regulate labor and materials on assigned projects.
- Assist in snow removal process as required from parking lots, walkways, deck, propane tanks, ramps, roofs, mailboxes, etc.
- Operates and cares for Association vehicles and heavy equipment in accordance with established policies and procedures. Monitor snow removal and operate loaders or other equipment to provide snow removal service to its highest level.
- As assigned repair and upkeep to playground equipment, and other recreational equipment, perform monthly inspections
- Observe work areas and reports 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 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'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 a 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 use sense of 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.