GRANDVIEW ON THE LAKE HOA

Position Description

POSITION TITLE: Maintenance Worker
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor
SUPERVISES: No one
FLSA STATUS: Non-Exempt

Basic Function

Under general supervision performs a variety of basic maintenance duties in order to maintain all of the Resort facilities to the highest standard.

Essential Duties and Responsibilities

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Handling of maintenance requests from rental company, owners and guests. Assisting guests when requested. If possible, repair item; if not, report to Supervisor for replacement or for repair by outside contractor.
3. Verify and provide maintenance of items in common areas and units when requested.
4. Delivery and replacement of light bulbs and changing batteries in TV remote controls.
5. Furnace and air conditioning unit cleaning and routine maintenance including replacing filters.
6. Minor repair on drape curtain rods, runners and replace hooks.
7. Replacement of window and sliding glass door screens, replacing or repairing window blinds/curtains.
8. Repair or replacement of towel bars and shower rods.
9. Smoke alarm replacement and replacing batteries.
10. Maintenance of exterior lighting.
11. Maintaining all company tools and vehicles in good working order. Perform minor repairs as needed.
12. Moving furniture and appliances, including all loading and unloading.
13. Writing requests for inventory items.

Other Duties and Responsibilities

1. Minor repair on appliances including replacement of ice makers.
2. Minor plumbing repairs including repair or replacement of toilets, repair and replace sink and bath faucets, replacement of hot water tanks.
3. Replacement of electrical switches, outlets and light fixtures.
4. Repair of loose door handles and hinges, replace cabinet door hinges.
5. Maintenance of pool and hot tub.
6. Minor roof leak repairs.
7. Snow removal on walks and stairs.
8. Minor carpentry including repair and replacement of wood and vinyl base.
9. Assist with minor building repairs and maintenance including drywall repair, including tape and texture, patching and interior and exterior paint touch-up.
10. Wallpaper removal.
11. Minor tile repair and replacement.

12. Weekly inspection, cleaning, and routine maintenance of sewer lift stations.
13. During winter, make sure all buildings are winterized and continue monitoring the heat.
14. Maintain orderly shop area.
15. Perform other duties as required.

Education and Experience

Any combination of education, training and experience that demonstrates the ability to perform the duties of the job.

Knowledge, Skills and Abilities

1. Basic knowledge of electrical, carpentry, sheetrock repair, painting, plumbing and mechanical repairs.
2. Ability to respond to rental company, owners, guests and co-workers in a considerate and polite manner.
3. Knowledge of basic building maintenance techniques.
4. Knowledge of occupational hazards and of basic safety procedures and precautions.
5. Skill in operating small hand/power tools and equipment.
6. Ability to perform moderately strenuous physical activity.
7. Ability to work as a member of a crew.
8. Follow written and verbal instructions.
9. Ability to use computer software, specifically Excel, Word and Outlook.
10. Communicate effectively verbally and in writing.

Financial Responsibilities

None

External Contacts

Owners/guests, contractors and vendors.

Physical Requirements

Able to perform laborer functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; talk, hear, and smell. The employee is frequently required to walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally move and/or lift bulky equipment, up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Job Conditions

Deal with external weather conditions through all seasons. Workers may work in hazardous areas and around heavy equipment or potentially dangerous tools. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Other Requirements

Must possess a valid Washington State Driver's License. Perform additional duties as required. Report to work with a neat and clean appearance.