
Employee Name (Please Print)

Date

**PINE MOUNTAIN PROPERTY OWNERS' ASSOCIATION
JOB DESCRIPTION**

Job Title: Maintenance Operations Worker
Department: Maintenance Operations
Reports to: Maintenance Operations Manager
FLSA Status: Non-Exempt
Approved by: General Manager
Approved date: 10/10/2014

SUMMARY

The Maintenance Operations worker works with other workers, to be sure the regular upkeep of the Association facilities, property and roads maintenance is done.

WORK HOURS

Full time. 40 hours per week. Subject to call out and overtime. Snow Plow Drivers are required to be on-call and available to work overtime during the winter months.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties as assigned.

- Maintains a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attends safety meetings as required
- Performs manual Association tasks with road up keep
- Operates heavy equipment such as front end loader, backhoe, roller, forklift, etc.
- Maintain road shoulders, berms, and rights-of-way
- Vehicle maintenance
- Fills pot holes
- Spray weed and brush with nontoxic chemicals
- Install road signs, as needed
- Clean vehicles
- Manually cleans and clears culverts, ditches, and drains
- Operates grinder and chipper in slash area and assists in cleanup of slash as needed
- General repairs such as painting, carpentry, roofing, plumbing and electrical
- Operate snow plow, may require overtime for snow removal
- Perform other tasks as required by Management

SUPERVISORY RESPONSIBILITY

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

One to two years related experience and/or training; or equivalent combination of education and experience.

Employee Initials_____

Dept Manager initials_____

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must possess valid California Driver's License and maintain a good driving record.

OTHER SKILLS AND ABILITIES

High level of ability to maintain effective working relationship with co-workers. Read, write, and converse in the English language and perform basic math functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to walk, sit, and talk or hear. This employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include 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 regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Employee is required to operate heavy equipment vehicles and road repair machines.

Employee Initials_____

Dept Manager initials_____

TOOLS & EQUIPMENT USED

Power tools, jack hammer, hand tools, saws, road pavers, backhoes, forklift, front and end loaders.

EQUAL OPPORTUNITY EMPLOYER

It is policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an 'at will' employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Department Manager

Date

Employee Initials_____

Dept Manager initials_____