



## **Position Description**

**Title:** Maintenance Technician

**Department:** Operations

**Reports To:** Grounds & Facilities Supervisor

**Type of Position:** Non-Exempt - Fulltime with benefits – Essential

**Grade:** 1

### **Position Summary:**

The Maintenance Technician is responsible to:

Performs recurring maintenance and upkeep tasks to Association common areas, facilities, amenities, parks, VDOT right-of-ways and other assets using basic handyman skills, techniques, and procedures. Performs snow removal tasks such as plowing, shoveling, snow blowing, salting/sanding. Works with employees, volunteers, vendors and others to perform tasks related to the setup, break down, support, and execution of special events, programming, and facility users. All duties are performed to maintain a high level of service in alignment with the Association's Vision, Mission, and Core Values.

### **Essential Functions:**

#### **Maintenance, Upkeep and Repair**

- Efficiently inspects and removes trash and litter from common areas, parks, facilities and right-of-ways.
- Performs repairs and upkeep to facilities, amenities and grounds.
- Inspects, cleans and organizes common area facilities and amenities.
- Identifies, corrects, and/or reports hazards or concerns found on common area parcels or facilities.
- Performs snow removal tasks at all hours such as shoveling, blowing, sanding/salting and plowing.
- Maintains, operates, organizes and cleans maintenance facility, vehicles, tractors, utility vehicles, small engine equipment, and hand tools.

#### **Events and Programming**

- Performs set up, breakdown, support and operational tasks at association and community events and programming.

## **Facility Use Support**

- Provides support to facility users in compliance with Association policy.

### **Knowledge, Skills and Abilities Required:**

#### **A. Knowledge & Skills:**

- Proficient in general maintenance upkeep tasks, techniques, applications, and procedures
- Ability to safely use common maintenance and upkeep tools, equipment, and vehicles train.
- Ability to safely and efficiently operate snow plows and related equipment.
- Good oral and written communication skills.
- Ability to efficiently track, enter, and report status of work performed or completed in work order system.
- Friendly, Warm and Outgoing Demeanor. Customer service background is a benefit.
- Ability to work independently and manage multiple tasks at one time.
- Maintain a valid driver's record that is insurable by the association's policy.
- Displays and promotes the Association's Vision, Mission and Core Values.

#### **B. Abilities:**

- Normal dexterity of hands and fingers.
- Regular, skilled use of personal computers and other office machines.
- Normal physical strength to handle routine office materials, tools and objects up to 50lbs.
- Normal eye-hand-foot coordination.
- Normal physical mobility, which includes long distance walking.
- Normal verbal, written and non-verbal communication.
- Normal ability to see, distinguish color, smell, and hear.
- Normal sense of touch.

#### **C. Work Environment:**

- Outdoor environment with varying weather conditions, typically walks, stands, bends, stoops, or kneels.
- Ability to operate a variety of equipment tools.
- Ability to drive and operate vehicles, trailers, tractors, utility vehicles, and other equipment. An inability to operate or be insured for a license vehicle could result in reassignment, suspension or termination of position.
- Fairly regular daytime schedule with night and weekend work for events, programs, snow removal and other essential tasks.

Note: This job description is not intended to be all inclusive. Associate may perform other duties as assigned to meet the ongoing needs of the organization.