

Job Description

Job Title: General Maintenance Laborer
Department: Maintenance
FLSA Status: Non-Exempt
Prepared Date: May 5, 2016
Reviewed Date: May 7, 2019

Summary

Responsible for all general building and facility maintenance and upkeep; ensure all facilities are maintained at the highest standard level to provide safe environment for staff, visitors, and the public by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Perform general cleaning, garbage removal/disposal, from restrooms and common areas.

Perform general grounds keeping, sweeping, mowing and trimming grass using hand, power or riding mower; trims and edges around common areas, walk ways, walls, etc.

Performs general manual labor tasks including loading, unloading, lifting, and moving materials.

Perform basic and general repair and maintenance on track equipment utilized in grounds keeping (mowers, hand tools, etc.)

Perform basic and general repair and maintenance of buildings, facilities and /or equipment as needed.

Operate forklift, front loader, or other equipment and/or vehicles, both on and off track and in common areas.

Maintain a safe working area.

No travel required.

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.

Education and/or Experience

High school diploma or general education degree (GED); or 1- 3 years related experience and/or training; or equivalent combination of education and experience.

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.

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.

Computer Skills

Basic computer skills.

Other Skills and Abilities

Use of common hand tools to perform basic repair and maintenance on buildings, facilities, and/or equipment. Ability to plan, organize and coordinate multiple projects. Effective time management, organization and multi-tasking skills.

Other Qualifications

Must be available to work some evenings and/or weekends.

Position is safety sensitive and participates in the corporate Substance Abuse Program (SAP).

This position drives company owned vehicles, including equipment, golf carts and other company-owned vehicles. Must pass driving record issued by Risk Management.

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 use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 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.