

Lake Wallkill Community, Inc.

Job Description

Position Title: Maintenance Worker

Reports to: Lake Manager

Date Created: 4/13/2012

Last Reviewed: 4/13/2012

I. Position Summary.

Responsibilities:

- Assists Lake Manager in the upkeep, maintenance and repair of Lake Wallkill properties, roads, buildings and facilities.

Essential Functions or Duties

II. Description of Duties

- Grass cutting and line trimming of all Lake Wallkill Grounds
- Road maintenance as directed by the Lake Manager.
- Provides for repair and maintenance of all buildings and facilities.
- Leaf pick-up and maintenance of the leaf area.
- Provide care and maintenance for all community owned vehicles and equipment.
- Demonstrates initiative to keep Lake Wallkill community appearance neat and clean.
- Daily routine of reviewing all Lake properties, picking up trash and identifying any fixtures or facilities in need of repair and maintenance. Bring problem areas to the attention of the Lake Manager.
- Attentive to debris in roadways, culverts or stream beds. Removes debris to allow for the flow of rain runoff.

III. Expectations

- The Maintenance Worker performs their duties to ensure the Facilities of Lake Wallkill look their best. Interacts with Members as needed in a respectful manner.

IV. Qualifications

- Worker – Capable of completing the duties independently with some supervision. Experience with the operations of lawn and power equipment. Skills to perform basic repairs as may be required at Lake Wallkill Facilities.
- Senior – Capable of completing duties independently with little or no supervision. Experience with lawn and power equipment and capable of operating machinery (backhoe) and Lake vehicles (mason dump)
- Valid Drivers license required

VI. Physical and work condition demands of the position

- Strenuous physical activity on a daily basis
- Sitting in vehicles/on equipment for extended periods, should be aware of good ergonomic practices
- Extended exposure to the sun consistent with outdoor work environment

VII. Appropriate Dress

Maintenance Worker should use discretion and wear attire appropriate to the environment and as a representative of the Lake Management Committee.

Many activities of the Maintenance Worker require personal protective equipment (PPE). Such PPE shall be assessed by the Lake Manager and will be provided by the community including but not limited to hearing protection and eye protection.