

Pine Mountain Lake Association Job Description

Job Title: Facilities Maintenance Carpenter/Laborer II
Job Code: 82
Employee Name:
Department: Facilities Maintenance
Location: Maintenance Yard
Reports To: Facility/Streets Maintenance Manager
FLSA Status: Non-Exempt
Prepared Date: 09/20/2019 sm

SUMMARY

In accordance with job assignments, constructs and repairs woodwork, plumbing and equipment throughout Pine Mountain Lake Association's buildings and amenities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Familiar with Cal/OSHA and other safety requirements as it pertains to job assignment.
- Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim.
- Replaces damaged ceiling tile, floor tile, and wall coverings.
- Installs items such as window shades, Venetian blinds, and curtain rods, wall fans, and door locks for facilities.
- Inspects equipment and machinery for proper working order.
- R & R defective machines and equipment.
- Performs preventative and predictive maintenance of equipment.
- Lay out and installation of potable water and waste systems.
- Repairs and maintains physical structure of PMLA's buildings and amenities.
- Familiar with electronic components of machinery and equipment.
- Proficient in the operation of cutting torch and welding equipment.
- Ability to work in various weather conditions.
- Regular, punctual attendance is required.
- Must have a clean DMV motor vehicle record.
- Performs other reasonable maintenance duties when assigned.

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 equivalent. Two to four years of related experience and/or training in the one of the construction fields i.e. plumbing, carpentry and/or electrical.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one situations to management and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License required. Must have clean DMV motor vehicle record

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment and tools. Familiarity with utility terminology.

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 walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must regularly 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 the 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 regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate to loud.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.