

Pine Mountain Lake Association Job Description

Job Title: Office I
Job Code: 66, 82
Employee Name:
Department: Maintenance
Location: Maintenance Office Building
Reports To: Maintenance and Operations Manager and Golf Course Superintendent
FLSA Status: Non-exempt
Prepared Date: 03/26/2021

SUMMARY

Office I employee assists the Maintenance and Operations Manager and the Golf Course Superintendent by receiving phone calls in a professional and courteous manner. Places orders, and prepares invoices for approval before submitting to accounting. Responsible for receiving equipment and supplies on a daily basis. Keeps track of shop inventory of tools and parts. Maintains a professional relationship with vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receives incoming phone calls and directs to correct person or takes a message.
- Familiar with multi-line phone system.
- Types memos, correspondence, reports, and other documents for Managers.
- Proficient with Outlook, Microsoft Office, and Windows operating systems.
- Signs in and out all maintenance tools and equipment daily.
- Examines each item prior to sign out and sign in for damage and safety.
- Orders replacement items, parts, inventory, and supplies.
- Tracks orders and matches packing list to invoice for payment.
- Controls inventory (including physical counts) of all maintenance supplies and maintenance equipment.
- Maintains automatic reorder points.
- Organizes all inventory and storage of supplies and parts.
- Maintains files for work orders and State required reporting.
- Regular, punctual attendance is required.
- Other duties may be 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 equivalent, or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to do multi-tasks with frequent interruption. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts and apply general bookkeeping skills.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to work with specific computer software programs such as Microsoft Office, Outlook, fuel reporting and vendor websites.

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 frequently required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, 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.

The noise level in the work environment is usually moderate.

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