

Pine Mountain Lake Association Job Description

Job Title: Environmental Control Assistant
Job Code: 50
Employee Name:
Department: 50 - Administration
Location: Administration Building
Reports To: Community Standards Director
FLSA Status: Non-Exempt
Prepared Date: 5/4/21

SUMMARY

Liaison with property owners, contractors, Tuolumne County and management with construction plans and development of land contained within the boundaries and neighboring properties of the Pine Mountain Lake subdivision by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop a comprehensive understanding of HOA Governing Documents and apply such to a variety of projects and situations.
- Confers with property owners, contractors, engineering personnel & architects, on new construction, additions, and all types of exterior improvements.
- Assists with enforcement of non-compliant exterior improvements.
- Interact with Tuolumne County entities for information, compliance and code standards.
- Checks construction for compliance with or applicability to ordinances.
- Composes types and maintains routine building correspondence. Maintains time lines for projects.
- Collect and process compliance deposits and fees.
- Organizes information for reference and create an effective archive of accurate, necessary reference material. Maintain and continues to improve, information sources for the public.
- Continuous review of construction projects to comply with time frame per CC&Rs, assuring equal treatment to all property owners, contractors, etc.
- Performs field inspections as needed.
- Must have computer and office equipment skills preferably in Microsoft Suite, copy machines and large-scale scanners.
- Regular and 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

Associates degree (A.A.) or equivalent from two-year College or technical school; or three to four years 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 correspondence. Ability to define a situation such as map and blueprint diagram placement.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and to interpret square footage/dimensions.

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

Close attention to detail. Ability to work with specific computer software. Understanding of County and Association Building/Construction process. Ability to read and understand building and construction plans and other county building documents.

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 objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUIPMENT USED

Telephone, computer/printer, adding machine, copier, stapler, fax, postage meter, package scales, label maker, other standard office machines.

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 occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions from varying climate seasons. 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.