

## **Pine Mountain Lake Association Job Description**

**Job Title:** Laborer I  
**Job Code:** 82  
**Employee Name:**  
**Department:** Maintenance  
**Location:** Maintenance Yard  
**Reports To:** Facility/Streets Maintenance Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 10/12/2020 sa

### **SUMMARY**

Assists in providing daily maintenance of Pine Mountain Lake Associations amenities, grounds and common areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Loads and unloads materials, parts, onto or from pallets or trucks.
- Delivers parts or stock to designated work areas.
- Cuts/mows lawns. Trims and edges around walkways, flowerbeds, and walls.
- Must be familiar with gas-powered leaf blowers, chainsaws, mowers and other maintenance equipment.
- Prune's shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Spray's lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.
- Rakes, bags or burns leaves.
- Cleans grounds and amenities of litter.
- Shovels snow from walks and driveways.
- Spreads salt on public passageways to prevent ice buildup.
- Plant's grass, flowers, trees, and shrubs. Water's lawn and shrubs.
- Repairs fences, gates, walls, and walks. Paints fences and outbuildings.
- Cleans out drainage ditches and culverts.
- Sharpens tools such as weed cutters, edging tools, and shears.
- Makes minor repairs and preventative maintenance on equipment such as lawn mower, spreader, and snow removal equipment.
- Must be able to work outdoors in various weather conditions.
- Regular, punctual attendance is required.
- 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 one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers and common fractions.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License required.

**OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment and tools.

**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. The employee is occasionally required to stand for long periods.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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 in outside weather conditions. The employee is frequently exposed to vibration. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to very loud while operating equipment such as a jack hammer, chainsaw, and paving equipment.

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