

# Sun Lakes Homeowners Association#1

## JOB DESCRIPTION

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|-------------------------------|--|----------------------------------|-----------------------------------|
| Job title                     | Facilities Maintenance<br>Technician   | #positions                       | 1                                 |
| FLSA Status                   | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | Department                       | Facilities Maintenance            |
| Job Code                      | BLS #49-9071   | Reports To<br>(Supervisor Title) | Facilities Maintenance<br>Manager |
| Date Prepared<br>(or revised) |  |                                  |                                   |

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### **PURPOSE**

Keeps premises of all buildings in the Sun Lakes Community in clean and orderly condition by performing the following wide range of duties:

### **ESSENTIAL DUTIES**

1. Cleans swimming pools and Jacuzzis and chemically checks daily to maintain them in the best possible condition with regards to the pleasure, temperature, health, and safety of the residents. Also, checks and repairs as needed on all self-closing, self-latching gates daily.
2. Cleans pool furniture while maintaining swimming pools at the clubhouse and Oasis. Cleans the Ramada and restrooms at the Oasis.
3. Observes for problems and correct all electrical fixtures (lights, switches, etc.), kitchen equipment, laundry room washers, and dryers, tables and chairs (indoor and outdoor), and arts and crafts equipment.
4. Observes for problems and correct plumbing fixtures, boiler rooms, and pump room.
5. Keeps driveways, parking lots, pool areas, tennis and shuffleboard courts clean and in good repair.
6. Cleans air purifiers and changes air conditioning filters on a regularly scheduled basis, including the scheduled oiling of all fan motors and bearings at the main clubhouse, pro shop, and Real Estate office.
7. Schedules changing of water filters for the ice machine, pop dispenser, coffee maker in Sunset Grill; ice machine in Navajo Lounge; and ice machine at Pro Shop.
8. Regularly inspects the roof for problem areas and performs required corrections, including the cleaning of roof drains and condenser drains on the air conditioning units.
9. Ensures all utility areas, machine rooms, equipment and tool rooms, and storage areas are maintained in a clean, safe, and orderly manner.
10. Conducts regular inspection of all signs at the clubhouse, pool areas, and golf course, with replacements being done as needed.
11. Checks emergency power outage lights every month, and makes repairs and/or replacements as needed.
12. Conducts daily inspection of Fitness Center equipment to ensure good working order and safety of exercise equipment.
13. General maintenance, such as painting, drywall repair, carpet cleaning, pool pump and motors repair, trim work, light electrical, and AC troubleshooting.
14. Remodel work, such as retiling, repainting, concrete, stucco, and remodeling.
15. Sets up rooms for daily activities, per specifications; reads floor plans, setups, sweeps, dust, etc.
16. Power washing all concrete, buildings, windows, tennis courts, and grounds.
17. Sets up rooms for daily activities, per specifications; reads floor plans, setups, sweeps, dust, etc.
18. Assist Events Coordinator with all events for room set-up.
19. Clean all areas of the clubhouse (offices, lobby, connecting rooms of the clubhouse, outside restrooms, laundry room, exercise facilities, Arts & Crafts, etc.)
20. Keep up tile and wood floors (stripping, waxing, and buffing), clean carpets, and wash windows.

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21. Sweep all sidewalks surrounding clubhouse (patios, etc.); shuffleboard courts; trash out all areas; sweep, and mop. Knock down spider webs and bird nests.
22. Accountable for special Association jobs as requested by Facilities Manager or Management.
23. Driveways, parking lots, pool areas, tennis, and shuffleboard courts to be kept clean and in good repair with regards to the safety of residents, employees, and the general public
24. Ensure that all utility areas, machine rooms, equipment and tool rooms, and storage areas are maintained in a clean, safe, and orderly manner.
25. Regular inspection of all signs at the clubhouse, pool areas, and golf course, with replacements being done as needed.
26. Daily inspection of both exercise rooms' equipment as to the good working order and safety of said equipment

## ***OTHER DUTIES***

1. Other duties as assigned.

**INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

## **JOB SPECIFICATIONS**

### ***KNOWLEDGE, SKILLS, AND ABILITIES***

To perform the job successfully, an individual should demonstrate the following competencies:

- Quality Management - Ensures inventory control.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities.
- Professionalism – Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Alert to electrical voltages; precision with drills and hand tools; ability to comprehend schematics and layouts; knowledge of chemicals.

### ***Education***

High school graduation, GED, or equivalent preferred; vocational school background or special schooling in maintenance courses is helpful (such as AC, landscaping/sprinklers, paint, drywall, tile, etc.); or equivalent combination of education and experience.

### ***Experience***

1-2 years of general maintenance experience preferred; or an equivalent combination of education and experience. Experience in adult community association preferred.

### ***Certificates and Licenses***

Must have current, valid Arizona driver's license; EPA AC Certification Helpful.

### ***Equipment Utilized***

Power tools and maintenance equipment, power washers, paint rigs, compressors, etc. Vacuum cleaners, floor buffers, gas blowers, etc. May drive golf cart or Association vehicle

### ***Software Utilized***

n/a

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## ***EXEMPT POSITIONS***

***Scope of Authority, Financial Authority, and Communication***

n/a

## ***SUPERVISOR RESPONSIBILITY***

n/a

## ***PHYSICAL DEMANDS AND WORKING CONDITIONS***

### ***Work Environment:***

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job; the employee is frequently exposed to indoor and outdoor environments throughout the community. May be exposed to cleaning chemicals. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

### ***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 essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES, OR QUALIFICATIONS ASSOCIATED WITH THE JOB.**