



The Spring Creek Association

Buildings and Grounds Assistant

Position Title: Buildings and Grounds Assistant

Classification: Hourly

Department: Admin

Schedule: 40+ hours a week

Reports To: Buildings and Grounds Superintendent

Branch: NA

ESSENTIAL FUNCTION:

Under the direction of the Building and Grounds Superintendent, the Buildings and Grounds Assistant is responsible for assisting in areas related to parks, recreation, buildings, geese and other wildlife management, pest control including mosquitos, weed management, water system management, green belt management, and overall aesthetics of amenities and roads in regards to weeds, trees, and wildlife. At times, the Buildings and Grounds Assistant will be considered a “floater” needing to help in different areas including roads during chip seal and snow removal if needed and during slower, winter months.

This active and working position requires the incumbent take responsibility for the mechanical, physical appearance and presentation of SCA facilities, and grounds and when needed, roads. The incumbent is responsible for providing member service through caring, honest, respectful and responsible actions and interactions that contribute to the relationship between the member and the Association.

- Working knowledge of building maintenance;
- Working knowledge of electrical;
- Working knowledge of plumbing;
- Working knowledge of carpentry;
- Ability to operate backhoe, skidsteer, tractors, and loaders; and
- CDL

ESSENTIAL SKILLS:

- Must have a working knowledge of building maintenance.
- Must have a working knowledge of electrical.
- Must have a working knowledge of plumbing.
- Must have a working knowledge of carpentry.
- Ability to operate or be trained on backhoe, skidsteer, tractors, and loaders; and other heavy equipment.
- Must be willing to obtain a CDL.
- Must able to manage tasks insuring their successful completion.
- Must be able to work independently and prioritize daily work duties.
- Must be an effective communicator and have the ability to make sound judgments and decisions.
- Must recognize and respect all sensitive information and utilize confidentiality accordingly.
- Must be able to model expected behavior, motivating fellow staff and volunteers, and be capable of working with diverse groups.
- Must follow all SCA safety policies at all times.

- Must be able to carry up to 100lbs for short distances.
- Must be able to safely work at height, ie: manlift and ladders.
- Must be able to operate and maintain heavy, motorized equipment used in earth moving and composting operations in a safe and efficient manner. Perform related duties and responsibilities as instructed.
- Operate heavy power-driven equipment.
- Perform a variety of skilled construction and maintenance tasks.
- Read and interpret maps, sketches, specifications and technical manuals.
- Perform a variety of manual tasks for extended periods in unfavorable weather conditions.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Prepare written reports and/or forms.
- Communicate clearly and concisely, both orally and in writing or via radio.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours, including evenings and weekends if required. Typically schedule does not require this although in rare situations, may be needed.

DUTIES AND RESPONSIBILITIES:

1. Requires chemical applications for weeds, mosquitos and other types of chemicals which requires necessary licenses.
2. Provide education to property owners regarding environmental issues and wildlife issues they many face including weed management and squirrel management using various methods using avenues such as social media.
3. Helps develop and implement long and short range goals and objectives and establishes policies and procedures for environmental and wildlife management.
4. Participates in capital improvement planning and program evaluation and in the coordination of implemented projects for SCA.
5. Participates in the selection of equipment and specifications and determines appropriate maintenance and repair schedules and procedures that relates to parks, buildings, grounds, environmental and wildlife management.
6. Conducts regular inspections of SCA facilities, buildings and grounds and equipment, investigates and resolves complaints and personnel and procedural problems that relates to parks, buildings, grounds, environmental and wildlife management.
7. Reviews and analyzes work records, activity, material and equipment reports, technical materials and related data and prepares reports, cost estimates and technical data for management review that relates to parks, buildings, grounds, environmental and wildlife management.
8. Assists the Superintendent with SCA facilities, buildings and grounds activities with other Divisions, Departments and local agencies that relates to parks, buildings, grounds, environmental and wildlife management.
9. Participates in the preparation of the Budget.
10. Participates in the development and presentation of SCA facilities as it relates to parks, buildings, grounds, environmental and wildlife management.
11. Evaluates the quality, efficiency and effectiveness of current SCA facilities, buildings and grounds.
12. Initiates and develops continuing education programs for staff such as pesticide application.
13. Regular contact with staff, other departments, public agencies, contractors, vendors and the general public to provide and exchange information, to make explanations, purchase materials, coordinate activities and to resolve complaints.
14. Operate heavy, motorized equipment including but not limited to, dump trucks, dozers scrapers, loaders, excavator, etc. and other equipment to support a variety of operations at Association facilities.
15. Participate in prep work and chip-seal of roads.
16. Snow removal and salt/sand application to roadways which requires a CDL.
17. Use hand-held mobile radio units to coordinate tasks and resources.
18. Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, administrative office and other association facilities, including inspection, maintenance, and improvements; evaluates

maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities.

19. Assists in the construction, alteration, preparation, painting and repair to structures made of wood, plaster, concrete or brick; assists in the construction of cabinets, tables, shelves and other types of furniture during the slower seasons if need be.
20. Assists in the installation, repair and maintenance of building roofs, siding, trim, flooring, and walls, and responds to other service requests.
21. Assists in the repair and maintenance of lockable hardware such as doors, automatic electric doors, windows, and security systems to the facilities.
22. Assists in the inspection, repair, or replacement of all construction related items.
23. Manages water systems in the Association such as the Marina to ensure correct levels of flow, microbes, and wildlife balance.
24. Carries out other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

Education: Minimum of a high school diploma.

1. **Experience:** Two (2) to five (5) years of experience in to parks, buildings, grounds, environmental and wildlife management OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

Skills and Ability Requirements: Must provide or be willing to obtain current certifications for the following:

CDL

Pesticide Applicator

Must be able to read, understand and communicate implications of product warning and instruction labels.

Broad Knowledge Of:

- Modern methods, materials and equipment utilized in the construction, maintenance
- Wildlife patterns and care
- Pesticide applications and chemicals
- Budgetary and financial procedures and data processing applications.
- Research, analysis, evaluation and reporting techniques.
- Methods, materials, tools and equipment used in parks maintenance.
- Landscape and irrigation maintenance practices and standards.
- Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Federal, State and County safety rules and regulations.
- The various types, models, capacity and operative characteristics of equipment and maintenance procedures.
- Identification and resolution of operational, procedural and personnel problems.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Must be able to operate all types of equipment including Heavy Equipment. Needs to be energetic and physically able to walk multiple flights of stairs continuously. Must be able to lift 100 lbs. or more, to climb ladders to a min. 10 feet, to walk, bend, twist reach overhead regularly. Work is subject to varying post or job site assignments and may be subject to call-back, on-call status and overtime. Irregular schedules including completion of work assignments on weekends and holidays may be needed. Work is also subject to traveling and performing work assignments, which includes safe operation of vehicles/equipment and hand and power tools, in outlying or remote areas of the Association involving exposure to varying weather conditions of extreme hot and cold temperatures.

May involve performance of moderate to strenuous manual labor in same weather conditions. Involves exposure to exhaust and other chemicals.

EFFECT ON END RESULT:

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to members and the community.

Member satisfaction will improve through providing clean, safe, well maintained facilities for members and guests.

Expense reduction through inventory and controls.

Increased production through effective planning and use of resources.

Decrease in number of accidents and claims through regular, documented facility inspections.

Improved public perception as a quality organization demonstrated by a well-maintained facilities, roads and buildings and grounds.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole.

Incumbent must be able to perform all job functions safely.

Incumbent Printed Name

Supervisor Printed Name

Incumbent Signature

Supervisor Signature

Date Signed

Date Signed