

## **Maintenance Staff - Lake Lorelei Property Owners Association**

### **Part-time**

Lake Lorelei Property Owners Association is a private gated community spanning 1118.5 acres, 197 of which are lake waters, with over 825 members, 650 homes, and 23 miles of roads.

#### **Job Requirements**

- Groundskeeping experience
- Working knowledge equipment utilized in grounds work
- Valid drivers license required
- Knowledge and ability to operate equipment including snow plowing, 2-ton trucks, tractors-preferred.
- Experience in basic skilled labor, machine maintenance, roadway maintenance- preferred.
- Skills in welding, electrical, and plumbing- preferred

#### **Job Function/ Responsibilities**

- Day-to-day maintenance within the Lake association boundaries.
- Responsible for prioritizing their work tasks, task completion, and maintaining scheduling.
- Follow scheduled provided by supervisor.
- Assisting in weekly, monthly, and yearly maintenance plan.
- Fosters a culture of safety for all maintenance staff and members.
- Routine inspections of grounds and equipment.
- Snow removal, road repair, tree removal, and grounds keeping. .
- Ensure common areas are safe, in repair and clean.
- Perform preventative maintenance in accordance with yearly plan.
- Ordering parts and supplies as needed.

Hourly compensation is commensurate with experience and skills.

#### **Instructions:**

Submit your resume to the Director of Lake Lorelei Property Owners Association by email at **Director@LakeLoreleiOhio.com** or by mail/ in person at **615 Lorelei Dr. Fayetteville OH 45118**