

## **SCPOA Maintenance Department**

### **Scope of Work/Job Description**

**December 2025**

#### **Summary of Responsibilities:**

The maintenance department is responsible for the care and improvement of all association common area assets including; association maintained streets, equipment, physical structures, landscaping, lakes and the airport. Maintenance personnel are full or part time employees who report to the Association Manager and respond to Members requests for association related activities.

#### **Requirements:**

- Must be able to lift 50 pounds.
- Must have a current CA drivers license and be insurable by the association.
- Must be able to work outdoors in most weather conditions.
- Must feel comfortable working on slopes and inclines.

#### **Essential Functions:**

1. Grass cutting in the common area (seasonal May-July).
2. Weed control using equipment.
3. Routine inspection of the community streets, lakes, recreational facilities, parking lots to perform litter and debris control; note safety, maintenance and compliance issues.
4. Ensure sanitary and safety standards by regularly cleaning the community's restrooms and Restocking supplies.
5. Perform preventative maintenance on buildings and equipment, including minor electrical repairs, plumbing, and carpentry.
6. Paint common areas.
7. Perform minor equipment repairs such as the removal of dust, dirt, grease and waste material from vehicles and machines as well as routine lubrication and maintenance.
8. Install, clean, and repair lighting and fixtures.
9. Clear and replace association owned gutters and culverts.
10. Perform grounds maintenance (i.e. blowing and pressure washing) to present the best possible look for the community.
11. Maintain safety equipment and ensure routine inspection.
12. Empty trash receptacles in common areas.
13. Trim tree branches along streets to a level of 12 feet from the ground and 3 feet from the asphalt edge.
14. Maintain needed supply inventory and records of expenses.
15. Assist and facilitate third party vendor activities (i.e. weed spraying and lake maintenance).
16. Interface with utility suppliers and County inspectors.
17. Blackberry, Star Thistle and Polson Oak Treatment.
18. Shop cleaning and maintenance.

19. Fencing installation and maintenance.
20. Minor road repairs and patching.
21. Responding to emergency community needs.
22. Maintain community signage and flags.
23. Attend monthly HOA meeting and submit information for a report.
24. Posting of announcement signage/agenda for the monthly HOA meeting.
25. Assist Manager in obtaining bids, coordinating work and creating work specifications for third party maintenance related work.
26. Brush burning.
27. Maintain a knowledge of all utility and irrigation cutoffs and sewer clean outs.
28. Ensure association storage areas and facilities are locked and have adequate lighting.
29. Log removal and disposal.
30. Chipper work and support for Fire Safety Grants.
31. Special Projects as assigned by the Board of Directors.