

# Carson Valley Swim Center

## JOB DESCRIPTION

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**Maintenance Assistant**

**FLSA Status: Non Exempt**

**Fulltime/Benefits**

**Salary Range \$18.41-\$32.03**

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### **SUMMARY OF JOB PURPOSE**

Under the general direction of the Maintenance Supervisor, performs a variety of unskilled to semiskilled maintenance tasks including inspection, repair and upkeep of various buildings, grounds, pools, pool equipment and other facilities as assigned. As assigned by supervisor may plan, supervise, coordinate construction, renovation and maintenance projects.

**ESSENTIAL FUNCTIONS** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Performs the work of East Fork Swimming Pool District (EFSPD) including pool water system operation and management, building and equipment maintenance and repair, snow and ice removal and other special projects.
2. Conducts inspections of work projects and offers technical assistance and guidance to the Supervisor as necessary; controls ongoing work projects to assure that safety rules and regulations are adhered to and that the work zone and all equipment is in safe operating condition; assures the satisfaction of internal and external customers.
3. Performs general building maintenance and custodial upkeep to include painting, basic plumbing and minor carpentry and minor electrical repair, such as changing of light bulbs, light switches and ballasts; ensures cleanliness of all areas; cleans up spills and unsanitary/unsafe conditions when they occur and ensures compliance with applicable OSHA regulations; provides pest control.
4. May operate various electrical, gas and diesel powered equipment, power tools and hand tools while performing repair and preventative maintenance of facilities and grounds; repairs or replaces equipment and components as necessary; tracks and orders supplies as necessary.
5. Inspects buildings, grounds and other areas relative to safety and security; assists with inspections, repairs and/or modifications of all fixtures and components.
6. Performs work when necessary, including early/late hours, weekends and Holidays.

**QUALIFICATIONS FOR EMPLOYMENT: Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)**

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.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED); and three (3) years of increasingly responsible journey-level experience in mechanical work, plant operations or facility maintenance and repair. Must have the ability to understand and follow instructions and learn new skills.

#### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, safety rules, operating and maintenance instructions, professional journals, technical procedures, blueprints and diagrams, construction specifications or governmental regulations; write reports, business correspondence

and procedure manuals; effectively present information and respond to questions from directors, elected officials, employees, contractors, utility operators and the general public; speak effectively before groups.

**MATHEMATICAL SKILLS**

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

**OTHER KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of the methods, materials and equipment required in the operation and maintenance of pumps, filters, heating/air conditioning systems, buildings, sidewalks and grounds. Ability to effectively plan and organize work; ability to make accurate cost, labor and material estimates; knowledge of safe work practices, procedures and regulations such as OSHA relating to the work; ability to perform inspections and evaluations necessary for infrastructure improvements; ability to establish and maintain work relationships with those contacted in the course of the work.

**CERTIFICATES, LICENSES & REGISTRATIONS**

Valid Driver’s License with an acceptable driving record.

**PHYSICAL and MENTAL REQUIREMENTS:**

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 stand, walk, sit, and drive; use hands and fingers to handle or feel ; reach with hands and arms; talk and hear. Must have mobility to work in a typical office or shop setting; use standard office equipment and drive a motor vehicle. The employee frequently is required to climb to a height of 40 feet, balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; outside weather conditions, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and the noise level in the work environment is usually loud.

**I have read the contents of this Job Description and I have received a copy for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

The employee may be asked to perform other duties as required