



Sun City Roseville

JOB POSTING (revised)

Position Open: FT Maintenance/Set-Ups

Date: November 4, 2022

Reason for Opening: _____ New Position

X Replacement

JOB SUMMARY:

Performs a variety of tasks associated with the general maintenance of all buildings, room set-ups including audio visual for the Association.

ESSENTIAL FUNCTIONS:

1. Performs general facility maintenance to include plumbing, electrical, HVAC, carpentry and painting.
2. Performs preventative maintenance on scheduled and seasonal basis.
3. Picks up and delivers supplies, materials, furniture and equipment to a variety of locations.
4. Assists in all Facilities operations trade areas on an "as needed" basis.
5. Assists in the technical operation of all aquatic facilities.
6. Assists in the set-up/take down of Association meeting rooms/multi-purpose rooms, to include the lodge, Fitness Center, Sierra Pines, and other facilities as required.
7. Assists in overseeing contracted services.
8. Set-up and assist users with Audio Visual equipment. These include sound system, microphones, video screens, projectors, laptop computer using CD's, DVD's, power point presentations and internet.

OTHER FUNCTIONS:

1. Assist with custodial duties as needed which may include cleaning bathrooms, dusting and vacuuming.
2. Take and pass the certification to be a Certified Pool Operator (CPO) within 6 months of hire.
3. Other duties as required.

KNOWLEDGE/SKILLS/ABILITIES:

Basic mechanical and hand-eye coordination skills. Good verbal and interpersonal communication skills. Vocational background knowledge. Knowledge of methods and materials used in facility maintenance, set-up, audio/video and custodial maintenance. Familiarity with small maintenance and custodial equipment. General knowledge of electrical, plumbing, HVAC, carpentry, and/or pool operation and maintenance.

Basic hand-eye coordination skills. Good verbal and interpersonal communication skills. Basic computer skills including Word, Excel, Internet and email.

SUPERVISOR RESPONSIBILITIES: None

WORKING CONDITIONS:

Able to stand for long periods of time in both inside temperature controlled environment, inside elements in an uncontrolled temperature with varied lighting and occasional outside exposure to wind, rain, cold extreme heat and humidity. Able to kneel, stoop, bend, push, pull, reach, lift, carry and move objects weighing up to 50 pounds.

MINIMUM QUALIFICATIONS:

1. High school diploma or general education degree (GED) or 6 months of related experience and/or training or equivalent combination of education and experience.
2. 2 years previous knowledge of facility maintenance/custodial and audio visual experience a must.
3. Consistently at work on time, follows instructions, responds to management direction and solicits feedback to improve performance.
4. Timely completion of tasks and assignments.
5. Above average attention to detail.
6. Operates machinery using safety and security procedures and uses equipment and materials properly.
7. Vocational education or instruction preferred.

SUCCESS FACTORS:

1. Remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Work on more than one assignment at a time with frequent interruptions, changes, and delays. Remain focused and work effectively, efficiently, and cheerfully under such circumstances.
3. Accomplish daily tasks by organizing and prioritizing.
4. Proven and effective customer service skills. Able to deal with the public.
5. Patience to deal with clientele of over the age 55.

NORMAL WORKING HOURS and DAYS: Full-time. Hours: 4:00 pm to 1:30 am. Days vary including weekdays, weekends and holidays. 30 minute mealbreak; overtime as required.

Deadline to apply for this position: Until filled.

Please contact HR Department if you need additional information about this job posting or if you wish to apply.