

Job Description

Position Title: General Skilled Laborer
Reports to: Maintenance Department Manager
Position Type: Hourly, Non-Exempt

General Description: This position is responsible for performing a variety of tasks in a safe and efficient manner while providing a high level of service to help maintain the facilities and property owned by the Treasure Lake POA.

Specific Duties:

- Maintain all amenities to include, but is not limited to, winterizing buildings, year-round road maintenance, trash collection, landscape installation and maintenance, seasonal leaf collection, etc
- Electrical tasks to include repairing and maintaining light fixtures, outlets, switches, circuit breakers, fluorescent fixtures and ballasts, electrical elements and thermostats, fans, etc.
- Repair and maintain toilets, showers, laundry facilities, sinks, faucets, drains and other plumbing tasks
- Framing and general construction
- Operation of general construction equipment such as dump trucks, snowplows, etc
- Perform other duties as assigned

Knowledge and Skills:

- General maintenance knowledge
- Working knowledge in multiple trades especially carpentry, drywall and painting
- Ability to operate a variety of hand and power tools according to manufacturer instructions and safety standards
- Knowledge of mowing and landscaping equipment
- Have the physical strength and agility necessary to perform manual labor

Qualifications:

- High school diploma or GED
- 3-5 year's experience in a similar position
- Clean PA Driver's License
- Must be willing to occasionally perform shift work and be available for on call assignments

Physical Demands:

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.

- Most work is performed primarily outdoors with exposure to the elements, e g: extreme cold and hot temperatures, rain and snow, insects, snakes, bees, poison ivy, grasses, etc
- May be exposed to dirt, noise, grease, fumes, airborne particles, chemicals, etc, and

- occasionally may be exposed to the risk of electrical shock.
- Regularly works with and near moving mechanical parts and may be exposed to vibrations
- Frequently works in high, precarious places, able to climb ladders.
- While performing the duties of the job, the employee may be required to reach with arms and hands, stand, walk, sit, balance, climb, stoop, kneel, crouch, crawl, talk and hear.
- Frequent use of hands and fingers to handle, feel and operate objects, tool, and controls.
- May be required to frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 80 pounds with assistance.
- Specific vision abilities include close and distance vision, color and peripheral vision, depth perception and the ability to adjust focus.

My signature below acknowledges that I have read and understand the main requirements and duties of the position. I understand that this job description is not designed to cover or contain a comprehensive list of all activities, duties, and responsibilities and that these items may change, or new ones may be assigned at any time with or without notice. I also acknowledge that I understand that my employment is at-will and nothing in this job description is intended to constitute an employment agreement or contract, express or implied, for any indefinite period of time.

Signature of Employee

Date

Signature of Supervisor

Date