



Scott Lake Maintenance Company
2631 114th Way
Olympia, WA 98512
(360) 352-4787

FACILITIES MAINTENANCE TECHNICIAN - POSITION DESCRIPTION

Basic Purpose

Under general supervision, individual will perform site cleanup at various parks and facilities which includes cleaning restroom facilities, cleaning public areas, cleaning the Community Center, emptying all trash cans, picking up litter, clearing debris, preparing, and restoring facilities for use. The Facilities Maintenance Technician will be responsible for measuring and recording chlorine residual levels in the Scott Lake Water System in accordance with Department of Health requirements. This individual will read and record water consumption from all meters in the Scott Lake Water System. In a seasonal capacity, individual will perform general landscaping duties, such as mowing, edging, blowing, trimming of bushes, maintaining tree branches, etc. In addition, the Facilities Maintenance Technician will periodically be required to assist with other functions and operations.

This is a full-time position with scheduling of hours coordinated through the SLMC Office.

Essential Duties and Responsibilities

- Provide general maintenance, custodial service, sanitation, and support for Scott Lake Maintenance Company as directed by the SLMC Office
- Clean and maintain multiple areas as assigned
- Clean restrooms, pick up trash and debris, empty trash cans, remove graffiti, etc.
- Follow procedures for storage and disposal of trash and transport it to designated areas
- Remove debris, sweep, and sanitize tables in Park Shelter weekly – and before and after rentals
- Keep park Bathroom clean weekly, during open months. Additional cleaning during off-season months performed as scheduled
- Wash all SLMC owned signs twice yearly as scheduled
- Check all dog waste locations weekly and empty/resupply as needed
- Perform minor maintenance and repair tasks as needed
- Read and record chlorine residual levels in the Scott Lake Water System in accordance with Department of Health requirements
- Read and record all residential and source meters in the Scott Lake Water System each month and additionally as needed
- Report on maintenance and safety concerns at the Office
- Adhere to all safety requirements for the performance of all assigned tasks and wear all required Personal Protective Equipment
- Make periodic supply runs to pick up items needed for SLMC
- Seasonal landscaping duties
- Seasonal deciding duties around walking areas, sandbag management
- Other duties as assigned

Qualifications

- Previous park maintenance experience preferred
- Previous custodial experience preferred
- Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position

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- Has expertise with landscaping and usage of outdoor care equipment
- Must be 18 years of age or older

Knowledge, Skills, and Abilities

- Ability to work independently with strong ownership of assigned duties
- Possess a general understanding of cleaning and sanitation, yard maintenance, and minor maintenance repairs
- Ability to remain flexible with changing priorities and direction
- Ability to lift 50 pounds from ground level
- Knowledge of and ability to use several types of hand tools
- Must be able to turn, twist, bend at the waist repeatedly, occasionally.
- Must be able to walk and stand for prolonged periods of time.
- Must be able to push/pull repeatedly, occasionally.

Work Environment

Working outside in the elements such as heat, cold, rain and sun. Potential for elevated levels of pollen, dust, and other irritants typical of outdoor conditions.

Scott Lake Maintenance Company is an equal opportunity employer. We encourage workforce diversity and all qualified applicants will receive consideration for employment. Reasonable accommodations for individuals with disabilities are provided upon request.