



Scott Lake Maintenance Company  
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## Facility Maintenance Technician

Salary Range: \$30.43-\$38.49 hourly

### Job Description

This is a full-time position (40 hours per week) that may include overtime. Under the supervision of the Executive Secretary of Scott Lake Maintenance Company, this position will be assigned to perform a variety of duties with the general maintenance of Scott Lake properties, including performing or directing others to perform general park maintenance; maintaining and minor repairs to existing buildings and existing facilities; perform inspections, maintenance and minor mechanical repairs of equipment, buildings, facilities; custodial care of facilities; maintenance and repair of fences, pathways, and grounds maintenance. At the direction of the Executive Secretary, this position will assist in coordinating work involving contractors, seasonal staff, volunteers, and others in performing routine or preventative maintenance of buildings, grounds, or special projects.

In the performance of their respective duties and tasks, all employees will be expected to:

- Perform quality work within deadlines with or without supervision.
- Interact professionally with the Executive Secretary, other employees, the Board of Directors, community members, and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with the Executive Secretary, other employees, or the Board of Directors.
- Observe applicable safety requirements, use safety equipment provided, always implement appropriate safety practices, and report immediately any unsafe working conditions, need for safety equipment, or PPE or hazards.

### Essential Duties:

- Complete daily park checks, pick up litter, perform custodial and cleanup functions as required; mow and cut back vegetation, paint, and other associated work. This includes but is not limited to such work as: cleaning restrooms, toilets, sinks, mirrors, and walls; sweeping, mopping, and cleaning floors; cleaning up vandalism, empty trash cans, walk the water line and scooping up goose poop, rake wood chips under playground equipment, clean out BBQ pits from debris and old charcoal, and any other duties that may be added to the park checks.
- Check and restock soap, toilet paper, and hand towels at the park and the community center.
- Take out garbage from the community center and put trash and recycle cans out for weekly and monthly pickups.
- Park shelter – Sweep or blow and remove debris, clean and wipe tables, and provide minor maintenance and painting as needed.

- Measure and record chlorine residual levels in the Scott Lake Water System following the Department of Health requirements.
- As needed back up the employee who reads meters, performs minor repair and replacement of meters, fills the chlorine treatment tank, and other support.
- Operating mower, blower, chainsaw, weed eater, and a variety of landscaping/parks maintenance-related power and hand tools.
- Assist in the set-up, support, and clean-up of special events.
- Assist in the repairs and maintenance of the Scott Lake facilities.
- Perform ground maintenance and care duties, such as mowing and trimming lawns, pruning trees and shrubs, and removing leaves, snow, and debris; water, fertilize and weed lawns and gardens as required.
- Inspect, maintain, and perform minor repairs for buildings, facilities, and parks including fences, irrigation systems, spray grounds, turf and landscape beds, site furniture, signs, and playground equipment.
- Will maintain the sports courts including repairing bleachers, cleaning, sweeping, and pressure wash tennis courts and basketball courts. Maintain baseball field: cut grass and keep infield free of weeds.
- All SLMC public signs on all SLMC properties will be pressure washed in May and in September.
- Storm cleanup: after windstorms, snowstorms or acts of nature maintenance will clean up all debris.
- Plan, plant, and maintain gardens and landscape beds. Monitor fertility levels, pest thresholds, and plant health, managing the care and environment for optimal results.
- Assist in repairing, installing, and modifying landscape irrigation systems as needed.
- Possible irregular hours during holidays, weekends & emergencies.
- Must be able to lift 50 pounds.
- Check and restock Doggy bags.
- Change verbiage on the reader board when necessary.
- Perform other duties as assigned.
- Preference will be given to applicants with 5 years of experience or more.

Scott Lake Maintenance Company Properties to maintain:

Community Center – From the baseball field to the grounds behind the community center.

Front Entrance

Park

The path off of Trevue

Plant across from the park

Water tower off Champion

Dog Park off Champion

Reservoirs off Champion