

GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION ("GDRA" or "Association")

JOB DESCRIPTION

Job Title: Facilities Assistant

Work Location: 15726 Glenshire Drive, Truckee, CA / Glenshire Community

Division/Department: Facilities/Maintenance

Reports to: GDRA's Facilities Manager

☐ Full-time

☒ Part-time/seasonal

☐ Exempt

☒ Nonexempt

This is a part-time, seasonal, non-exempt position. Normal business hours at GDRA are between 8 AM and 6 PM Monday through Friday. The position is anticipated to work between 15 - 30 hours per week (flexible) and the anticipated schedule will be Monday through Friday, some weekends between 8AM and 6 PM, Spring through Fall. There will be an introductory orientation period of one month. However, employment at GDRA is "at-will" which means that GDRA or the employee may terminate the employment relationship at any time with or without notice, and with or without cause.

Summary Re: Purpose of Position:

The Facilities Assistant's primary responsibility is to help protect and enhance the quality of life and property at Glenshire/Devonshire Residents' Association, and to carry out the duties as outlined in this Job Description, under the supervision of the Facilities Manager and other GDRA Staff as appropriate.

The Facilities Assistant duties/decisions will be performed to reflect the GDRA Guiding Principles:

- Maintain and improve all common areas and facilities.
- Maintain and improve safety.
- Protect the Association's natural environment.
- Promote healthy living and connectivity.
- Foster an engaged, connected membership.
- Encourage a diverse community that supports the current quality of life at GDRA.

GDRA Common Areas / Facilities Include:

- Clubhouse/Office
- Clubhouse Grounds
- Common Space
- Dumpster
- Fencing
- Gazebo
- Lake
- Lake Trail
- Maintenance/Pool Building
- Parking Lots
- Playground/Swings/Tetherball
- Swimming Pool
- Signage
- Tennis / Pickle Ball / Basketball Courts

Essential Duties and Responsibilities:

- Maintain regular and punctual attendance as scheduled.
- Communicate and engage with others in a professional manner.

- Work well under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer/client service.
- Perform related duties as assigned by manager.
- Maintain compliance with all GDRA policies and procedures.
- Assist in maintaining all aspects of Common Space/Facilities maintenance as directed by manager.
- Assist in maintaining all Association landscaping in a clean, groomed, and healthy state.
 - Mow and edge lawn, rake, dethatch, aerate.
 - Manage weeds by removal and treatment.
 - Ensure rock/bark mulch properly placed and maintained.
 - Install and maintain plants, bushes, and trees.
 - Make irrigation repairs as needed.
 - Keep trash and other debris out of landscaping areas.
- Keep walking surfaces free of debris and slip/trip hazards.
- Manage trash and recycling containers by emptying and cleaning.
- Maintain tennis courts by sweeping, washing, adjusting nets.
- Maintain playground by cleaning, removing debris, raking bark.
- Maintain parking lot free of debris, slip/trip hazards.
- Make minor repairs to buildings such as painting, staining, carpentry work, changing lamps, installing/removing shelves, repair fences, set new fence posts.
- Assist in pool deck maintenance such as repairing umbrellas, chairs, tables, resetting paver stones.
- Install/remove signage.
- Maintain all areas in a clean, neat, and safe fashion.
- Maintain safety standards and working operations of all common areas/facilities.
- Comply with all GDRA safety policies and be safety conscience at all times, including but not limited to, wearing personal protective equipment (PPE) when required, and operating all machinery safely and pursuant to safety instructions.
- Conduct monthly safety/lighting/fire extinguisher inspections.
- Assist in cleaning windows, flooring, bathrooms.
- Maintain tools and equipment in a safe and operational condition.
- Snow removal as needed.
- Other similar duties as assigned.

Essential Physical Requirements of Position:

- Required to stand for extended periods of time;
- The employee will be required to regularly walk, kneel or crouch.
- The employee must frequently lift and/or move up to 35 pounds.
- Lift heavy objects of up to 50 lbs when necessary to complete essential duties;
- Perform repetitive tasks;
- Regularly climb, stoop, bend, push landscaping machinery;
- Regularly walk on hard surfaces for frequent and prolonged periods of time.

****NOTE:** If an applicant or employee has a qualifying disability or medical condition that affects his/her ability to perform the essential duties and requirements of this position, the individual should promptly advise the Facilities Manager and the Association will engage in the interactive process with the individual to determine if a reasonable accommodation exists to help him/her perform the essential duties and requirements and, if so, whether it can be provided by the Association without creating an undue hardship for GDRA. The Association may require medical documentation supporting from the individual's health care provider to support a request for reasonable accommodation.

Working Conditions:

This position is primarily an outdoor position. Work is performed in a variety of environmental conditions, with exposure to outdoor temperatures, weather variations, traffic and equipment noise, equipment vibrations, vehicle and/or chemical fumes, chemicals such as cleaning solvents and grease, machinery and their moving parts and dust. The noise level in the work environment is usually moderate.

Education, Work Experience, Qualifications:

- Ability to interact with others in a professional and respectful manner.
- Ability to properly dress for the position.
- Ability to understand Association rules and regulations.
- Proficiency in speaking and writing in English for the safe and efficient operation of the Association because this position will regularly interface with owners and visitors of the Association and will also need to respond to emergency maintenance situations requiring prompt and clear communication to resolve maintenance issues.
- General math skills.
- Good judgment and the ability to determine when it is appropriate to involve the manager for problem resolution.
- Basic computer and internet knowledge.
- Ability to use hand and power tools.
- Experience using hand and power landscaping tools.
- Landscape maintenance experience preferred.
- Ability to follow oral and written directions, keep accurate records, fill out logs and inspection forms, and perform other similar administrative functions.
- Ability to think and work independently as well as part of a team.
- Must be able to work under pressure and deadlines, as well as prioritize time effectively.

**Job Description Reviewed and
Approved on:**

Signature of Facilities Manager:

**Job Description Received and
Reviewed by Employee on:**

Employee's Signature:
