



JOB DESCRIPTION

Job Title: Maintenance Support

Reports to: Facilities Manager

Supervises: None

FLSA Classification: Non-exempt

I. Primary purpose of the position:

This position is charged with maintaining the facilities and properties of the Association.

II. Principal duties/responsibilities:

Maintain, repair, and clean assigned SGPOA common properties.
Perform preventive maintenance on Association assets.
Dispose of debris in an SGPOA acceptable manner.
Identify equipment or other assets in need of repair or maintenance and report same to supervisor.
Report to supervisor when supplies and/or consumables related to equipment is needed.
Assist with field inspections of road and utility development, construction and repair projects.

III. Occasional duties or projects which are also performed:

Assist with hurricane or other disaster preparedness.
Aid in the evacuation of the Plantation annual training for all staff and board members.
Possess working knowledge of SGPOA Governing Documents,
Other related duties as assigned by the direct supervisor, Facilities Manager.

IV. Accountability: Areas in which the position is accountable/responsible:

Records: Responsible for providing and maintaining accurate records regarding equipment and/or vehicle maintenance.
Safety: Maintains confidentiality of property owner information. Ensures equipment is operated in accordance with safety regulations. Ensures projects are completed within safety standards.
Customer Service: Maintains excellent rapport with property owners, suppliers, vendors, and other employees. Communicates respectfully. Diffuses emotionally charged interactions. Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

V. Supervisory Responsibility: None.

VI. Business-Related Contacts:

External: Vendors, property owners, contractors, other suppliers.

Internal: Senior Leadership, Board of Directors, and coworkers.

VII. Educational and/or experience requirements:

High School Graduate or equivalent.

VIII. Certification or licensing requirements:

Valid Driver's License

IX. Specialized skills/equipment used in the course of the duties of the position.

Communication/Telephone skills

Documentation skills

Dependability and professionalism

Writing with sufficient clarity to relay information.

Comprehension of construction plans, plats, and surveys.

Mechanical operations.

Landscaping.

Hand tools (e.g., hammer, shovel, screwdriver)

Power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer, chain saws, mowers, weed trimmers, and other lawn tools)

Vehicles (e.g., automobile, truck, tractor, lift, backhoe)

X. Mental factors:

COMPARING - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

COPYING - Transcribing, entering, or posting data.

COMPUTING - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

COMPILING - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.

ANALYZING - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

COORDINATING - Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. Includes prioritizing multiple responsibilities and/or accomplishing them simultaneously.

SYNTHESIZING- Combining or integrating data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

XI. Physical factors

Exert up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently to move

objects

Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

Bending body downward and forward. Full use of the lower extremities and back muscles.

Bending legs at knees to come to rest on knee or knees.

Extending hand(s) and arm(s) in any direction.

Seizing, holding, grasping, turning, or otherwise working with hand or hands. Picking, pinching, or otherwise working primarily with fingers.

Expressing or exchanging ideas by means of the spoken word.

Perceiving sounds sufficient to receive detailed information through oral communication and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

Clarity of vision at 20 inches or less.

Clarity of vision at 20 feet or more in day and limited light conditions.

Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to identify and distinguish colors.

XII. Environmental factors:

Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction.

General office environment