



**Our longtime maintenance supervisor, Fernando will be retiring in February. If you know of a good candidate who would be interested in applying for this position, please have him/her submit a resume for consideration.**

*The Promenade Board of Directors*

# PROMENADE AT THE MEADOWS

ACCT # 4311	POSITION TITLE Maintenance Supervisor	DIV. #	DIV. NAME Maintenance	DEPT. # 4311	DEPT. NAME Maintenance
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**JOB PURPOSE:**  
Clean and maintain buildings and grounds as directed by President and/or Maintenance Lead. Perform small maintenance repairs as needed. Paint as needed.

**QUALIFICATIONS: (Include equipment knowledge/use)**  
Working knowledge of irrigation systems, small equipment, plumbing and electrical systems, cleaning equipment and supplies.

**HOURS AND HOLIDAYS:**  
Full-time position with paid holidays, two weeks vacation and one-week sick leave per year. [REDACTED]  
[REDACTED]. All details of aforementioned benefits listed in Employee Policy and Responsibilities (attached).

**ESSENTIAL JOB FUNCTIONS:**

- Daily: Check pool and spa water levels
- Weekly: Cleaning clubhouse & guard house (mopping, sweeping, dusting, stock bathrooms); wash & wipe off pool furniture & wash down pool and spa deck (seasonal); provide supply order to Maintenance/Landscape shopper; place trash in designated pick up areas;
- As needed: Cleaning trash, sweeping, picking up materials and debris, replace light bulbs; maintain curb and road striping with traffic paint (red, yellow, blue) at designated locations.
- Bi-Monthly: Window washing (clubhouse and guard house), cleaning of blinds, dusting fan blades, clean oven as needed, change return air filters throughout the clubhouse
- Monthly: check battery water levels in golf carts; grease as needed;
- Annual: Clean Carriage lights around pool area (in spring prior to pool opening)
- Plant trees/bushes, repair irrigation leaks, minor paint repairs (inside homes and walls) as needed; remove dead stumps.
- Irrigation clocks: turn off for common areas of villas on rainy days and monitor watering schedule.
- Move tables & chairs in club house as needed for meetings and events.
- Perform necessary repairs (plumbing, irrigation, minor electrical, paint) in the community as directed by President or Maintenance lead.
- Maintain grease joints on all front gates (walk through and vehicle).
- Repair broken irrigation lines beneath asphalt as needed; fill excavation and make useable for traffic.
- Replace system clocks and timers as needed
- Clean area North of RV storage as needed.

**PHYSICAL/MENTAL REQUIREMENTS: (\*Constantly, Frequently, Occasionally)**

- Constant eye/hand coordination; wrist motion; grasping; manual dexterity, fingering.
- Constant bending lifting, pulling, reaching, pushing; twisting, stooping,
- Frequent walking distances of 1000 ft. or more..
- Must be in good shape for moving misc. furniture, mechanical parts and stocking supplies.
- Must be able to lift heavy objects, furniture, etc. at all times
- Occasionally lifting up to 80lbs.

**WORKING CONDITIONS:**

- Working indoors and outdoors in various weather conditions and temperatures at all times.
- Working well with others and alone.
- Working on different surfaces including carpeting, concrete and ladders also on uneven surfaces.
- Constant dust, dirt and odors.

I, \_\_\_\_\_ acknowledge that this job description has been presented to and discussed with me and that I will not

require any accommodation to perform the essential functions of this job. I understand the responsibilities of this job as described.

_____ President/Board Member	_____ Maintenance Supervisor Signature	_____ Month	_____ Day	_____ Year
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\*Constantly = over 2/3 time. Frequently = 1/3-2/3 time. Occasionally = under 1/3 time.

# Promenade at the Meadows

## Employee Benefit Policy (Full Time)

### **Paydays and Paid Holidays:**

A schedule of paydays and paid holidays is posted in the Association Office in the Clubhouse. Paydays are held every other Friday, unless payday falls on a Holiday, in which Payday will be held on the last workday before the holiday.

### **Vacation:**

Vacation is earned at the rate of two weeks (80 hours) per year. Earned vacation is cumulative and may not be carried forward year to year. Vacation time may be taken in increments of one hour or portion of an hour used. Vacation schedule/hours must be approved in advance by the employee's supervisor.

### **Sick Leave:**

Sick leave is earned at the rate of one week (40 hours) per year. Earned sick leave is cumulative and may be carried forward year to year up to a maximum of 180 hours. Sick time may be taken in increments of one hour or portion of an hour used.

Sick leave will not be granted until three month (90 days) of continuous service has been completed.

### **Insurance:**

A stipend of \$200 per month is allowed for the employee to use toward his/her own health insurance.