



FORT CLARK SPRINGS ASSOCIATION, INC.

General Maintenance Worker

Job Description

The General Maintenance Worker is responsible for carrying out the directives and tasks assigned by the Operations/Maintenance Director.

Duties include, but are not limited to:

MINIMUM QUALIFICATIONS AND SKILLS:

- Hold and maintain a current & valid TX driver's license.
- Must be 18 years of age or older.
- High School Diploma, or equivalent, preferred.
- Ability to stand or sit for long hours during work schedule.
- Ability to lift 50 lbs. at least 25% of work hours.
- Ability to climb stairs, bend and get up and down to perform job duties as directed.
- Adhere to industry's safety standards of the application of hazardous chemical in accordance with MSDA and OSHA.
- Use safety equipment appropriately and complies with safety and insurance standards.
- Develop, maintain and follow industry safety standards.
- Develop and maintain working knowledge of general construction, utility repair, and building structure.
- Participate in assistance to all departments, members and various organizations.
- Adhere to the FCSA Declaration of Protective Restrictions, Bylaws, Rules & Regulations, Personnel Policies & Procedures as may apply to staff member.
- Protects Fort Clark Springs Association's value by keeping information confidential.
- Protect all confidential or otherwise sensitive information appropriately.
- Builds Fort Clark Springs Association's image by collaborating with Members, Government, Community Organizations, the Board of Directors, Employees, Guests, Local Law Enforcement and First Responders, while maintaining ethical business practices.
- Maintains working knowledge of the Association's governing documents, and the Rules and Regulations pertaining to the facilities where working.
- Maintain a positive attitude and provide exemplary customer service on a daily basis.
- Maintain a professional work environment while on FCSA grounds.
- Show up to work at assigned time and in proper uniform and/or work attire.
- Ability to be punctual, prepared and able to complete the specifics for job description.
- Ability and willingness to work scheduled shifts; understanding schedules will vary and change unexpectedly.
- Maintain at least a minimum knowledge of computer and/or typing skills as needed for job description.
- Participate in ongoing training programs in equipment safety and use.

- Attend staff meetings as requested by Operations/Maintenance Director.
- Verbal and written communication skills that promote effect communication with fellow employees and allow an easy understanding of the job duties.
- Maintain an Alcohol & Drug Free environment while on FCSA grounds.

RESPONSIBILITIES AND DUTIES:

- Operates all machinery, as required.
- Performs construction painting tasks, as assigned.
- Performs electrical and plumbing tasks, as assigned.
- Performs various repairs to Association buildings, benches and signs, as assigned.
- Performs various repairs to furniture and fixtures within Association buildings, as assigned.
- Performs sign construction and painting, as assigned.
- Performs general welding tasks, as assigned.
- Performs landscaping of all Association grounds, as assigned.
- Removes litter and debris from all Association grounds, as assigned.
- Repairs/installs water line/sewer as assigned.
- Performs road repairs, as assigned.
- Operates backhoe/track loader/bucket truck, as assigned.
- Cleans swimming pool and spring as scheduled, as assigned.
- Performs brush pick up as scheduled, as assigned.
- Transfers tables, chairs, and other equipment to various buildings, as needed.
- Performs household waste disposal as assigned.
- Performs general cleaning and maintenance; as assigned.
- Monitors buildings and grounds for debris.
- Maintains inventory on all supplies and equipment, as directed.

Failure to maintain the above requirements may be cause for discipline and/or immediate termination.

Violation of certain Texas State Laws or Company Policy may also be cause for discipline and/or immediate termination.

I have read, understand and agree to adhere to the above proscribed job description of the FCSA General Maintenance Worker.

Employee's Signature

Date

Director or Human Resources Agent

Date