

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE November 1, 2022

JOB DESCRIPTION

MAINTENANCE WORKER

OVERVIEW: The Maintenance Worker (MW) is responsible for the daily maintenance of the BMH recreational campground and SCR lease sites through receiving instructions and work orders from the Maintenance Manager. Must be able to utilize tools and equipment while complying with all pertinent BMH and SCR Rules & Regulations and procedures. The Maintenance Worker reports to the Maintenance Manager (MM) and receives direction from the MM and others as directed by the SCR President.

QUALIFICATIONS: A general knowledge of maintenance operations to include; grounds and road maintenance, carpentry, electrical and plumbing repair as well as vehicle and equipment maintenance and equipment operation is required. The Maintenance Worker must be familiar with the ranch water and well operations, the water distribution systems, septic systems, water usage logs and time sheet procedures as related to these areas.

JOB DISCRIPTION:

1. Inspect the buildings, grounds and equipment.
2. Preform necessary repairs and maintenance.
3. Install equipment and appliances.
4. Follow local and state building codes as needed.
5. Comply with all company safety regulations.
6. Make entries in the equipment and vehicle maintenance log.
7. Report any issues to the Maintenance Manager.
8. Respond to repair and maintenance tickets in a timely fashion.
9. Load and unload equipment and tools into work vehicles as needed.
10. Follow written and verbal instructions from the maintenance manager.
11. Collaborate with the maintenance team and contractors as needed.
12. Read and follow manuals, blueprints, and other written instructions.

13. Use equipment including; power, hand, electric, and plumbing tools.
14. Handle the physical demands of the job, including standing, bending, pulling, pushing, climbing, digging and lifting at least 50 pounds.
15. Communicate effectively, speaking multiple languages is preferred but not required. No foul, profane or sexual implicit language on the job.
16. Collaborate with maintenance workers, maintenance manager and contractors.
17. At least one year of building maintenance, construction, plumbing, or electrician experience is strongly preferred, but not required.
18. A certification in building maintenance is a plus.
19. Must have a driver's license and a clean driving record.
20. Ensure the workplace is clean every day.
21. Perform maintenance tasks like fixing broken furniture, changing light bulbs and inspecting and/or repairing faulty appliances or equipment.
22. Ensure the plants are watered and trimmed.
23. Regularly wash the windows and clean the sills surfaces with care.
24. Ensure all the electrical appliances are functioning properly.
25. Perform regular checks on the safety systems like fire alarms, smoke detectors, fuse box and so on.
26. Install new equipment or appliances as needed.
27. Inspect problem areas and ensure the necessary steps are taken to solve them.
28. Regularly check and maintain the ventilators and thermostats.
29. Perform other tasks as needed.