



Job Title: Grounds & Home Maintenance Specialist
Employment: Full Time
FLSA Status: Non - Exempt
Reports To: Owner; Business Manager

POSITION SUMMARY

To maintain and keep in tidy, presentable condition the grounds and hot tubs at vacation rentals and the business office. To perform basic carpentry, plumbing and electrical maintenance for the interiors and exteriors of vacation rentals and the business office.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain exterior grounds of vacation rentals and business office including but not limited to: sweeping and blowing decks, removing cobwebs, cleaning deck furniture, cleaning gutters, emptying and cleaning ashtrays, raking grounds, removing fallen yard debris, trimming and pruning shrubs and trees, weeding yards, picking up garbage in yard, hauling garbage to office from houses that attract bears, repairing deck furniture, removing snow and cutting steps to front doors, splitting and stacking firewood.
- Maintain hot tub chemistry and equipment.
- Minor carpentry, plumbing and electrical maintenance and repairs of the interiors and exteriors of vacation rentals and business office as directed by supervisor.
- Maintain equipment and supplies used to perform job.
- Inform supervisor when maintenance or hot tub supplies are low.
- Perform errands and special projects as requested by supervisor.
- Observe established policies and procedures.
- Research parts, items, supplies, etc. as needed to perform job functions.
- Maintain maintenance and hot tub supply inventory.
- Perform other job duties including but not limited to office and interior home maintenance or other property management functions as needed and requested by supervisor.

QUALIFICATIONS

- Proven ability to manage and prioritize time towards achieving the work assigned within the time frame allotted
- Internally motivated; works well and achieves results with little or no supervision
- Successfully multi-tasks, managing many small tasks or processes with attention to the details
- Manages stress, maintains focus and positive attitude amidst change or under pressure
- Works well with a team when needed; understands the relationship of each team member's responsibilities with the end results
- Ability to take direction from supervisors
- Ability to identify native plants, landscape plants and weeds
- Understanding of how to maintain grounds and plantings to create pleasant "curb appeal"
- Ability to effectively communicate in English in both written and verbal communications.

EDUCATION AND EXPERIENCE

- Minimum of two (2) years experience performing grounds and landscape maintenance utilizing garden power tools, hand tools and equipment
- Knowledge of basic carpentry, plumbing and electrical skills
- Ability to use computer and phone to research products, supplies, tools, parts, etc. needed to complete job functions
- High School Diploma (Required)
- Education in landscape maintenance, carpentry or other similar building and construction maintenance is a plus

INTER-RELATIONSHIPS

- Contact with all levels of personnel within company, temporary help, Property owners, clients, customers, vacation rental guests, vendors and contractors.

WORKING CONDITIONS

- Requires some weekends, holidays and occasional evenings.
- Requires some travel for professional seminars. (Generally in Oregon and 1 or 2 times a year.)
- Requires use of personal vehicle (1st 90 days) to perform some job duties throughout the Villages of Mt. Hood. Company vehicle provided after Employee Introductory Period
- Requires a valid Oregon State Drivers' License and clean driving record
- Requires a valid vehicle registration and personal insurance.

COMPANY STANDARDS

- All company information including but not limited to records, data, procedures and operations as well as any information, data and records pertaining to temporary help, owners, clients, customers, vacation rental guests, tenants, vendors, contractors and all employees will be kept strictly confidential during the entire period of employment as well as after termination of employment.
- The highest standards of accuracy will be maintained in all data recorded and work performed.
- All temporary help, owners, clients, customers, vacation rental guests, vendors and contractors and any other person contacted on the telephone or in person will be treated in a friendly, personable and professional manner.
- Neat and well-maintained attire, hair and appearance to be maintained at all times. Uniform and dress code in accordance with personnel policies to be maintained at all times.

Physical Job Description

Job Title: Grounds & Home Maintenance Specialist
Typical Working Conditions: Works outdoors, year-round in all weather conditions. Some interior maintenance work in residential homes. Prolonged periods walking and operating power equipment. Repetitive movements such as lawn mowing, leaf blowing and weed whipping.
Equipment Used: Lawn mower, leaf blower, weed whip, wheelbarrows, ladders, shovels, rakes, miscellaneous garden tools, basic hand tools, basic power tools.
Essential Physical Tasks: Requires daily visits to vacation rentals to maintain grounds and hot tubs. Regular minor carpentry, plumbing and electrical repairs and maintenance on interiors and exteriors of homes.