



## **LAC Public Works Maintenance Crewman Job Description**

### **Summary**

Reporting to the Public Works Manager, the LAC Public Works Maintenance Crewman is responsible for performing tasks related to construction, operation, care and maintenance of the Lake Arrowhead Community road and water system infrastructure, building facilities, beaches, recreation areas and equipment. Work is performed under direct or with minimal supervision and includes **functions of moderate difficulty**. Crewmen perform routine tasks requiring the use of acquired skills and knowledge. Assignments may involve working with other team members as part of a crew or working independently.

### **Essential Duties**

- Perform repair and maintenance of community roads and adjacent land including but not limited to grading, cold patching, fixing signs, trimming trees, ditch mowing, culvert replacement and maintenance.
- Assist in placement of gravel or asphalt involving patching or paving operations on community roads and parking areas.
- Perform snow and ice control/removal to maintain roads, parking lots, community facilities and rooftops using appropriate equipment.
- Assist in the installation and repair of any community owned underground utilities such as water pipes, culverts and drainage systems.
- Install and repair water mains and services. Respond to water main breaks when required.
- Assist in placement of wet concrete involving repair or construction work.
- Maintain, repair and install new park and playground equipment.
- Perform exterior and interior building and construction tasks such as carpentry, dry wall, taping, painting,
- Perform grounds maintenance for community facilities and along roads to include tree removal, brush trimming, grass mowing and landscaping and other related tasks. Collect and dispose of garbage in playgrounds, beaches, parks, postal and common areas.
- Operate heavy equipment such as loaders, backhoes, excavators, dump trucks, tractors, bulldozers hay mulch blowers, snow blowers, etc.
- Operate power and hand tools such as plate compactor, chainsaw, demolition saw, jack hammer, shovel, rake, etc.
- Perform and/or ensure the proper operator maintenance of equipment, tools and trucks through inspections, repairs and services.
- Assist with the LAC's milfoil removal effort in Lake Arrowhead.
- Must be available to work on a rotating "On Call" schedule and perform off duty tasks as assigned.
- Perform all assigned tasks in a safe and responsible manner so as to ensure the safety of all LAC employees, members and public.
- Perform all other related duties as assigned.

- Treat all LAC staff, membership and public in a courteous and professional manner.

### **Qualifications**

To be successful, the crewman must be able to perform all essential duties in a safe and effective manner. Requirements include:

- General knowledge of excavation, building construction, repair, and maintenance principles.
- Ability to tolerate working in an environment that may contain dirt, dust, noise, unpleasant fumes/odors, vibration, poor lighting, confined spaces, allergens, extreme heat, extreme cold, chemical fumes and exposure, wetness and/or humidity.
- Ability to solve practical problems with or without immediate supervision.
- Ability to work with others as part of a team and/or independently.
- Ability to understand and perform work assignments and follow policies and procedures.
- Ability to work cooperatively with other employees, supervisors, and the general public.
- Ability to lift or move a minimum of 100 lbs.
- General knowledge of water system and road maintenance, landscaping, grass mowing, tree trimming and applicable equipment.
- Ability to safely run all applicable machinery and equipment.
- Be on-call and available to work 24/7 for snow/ice control season.
- Ability to learn proper operation and care of all community equipment and tools.
- Knowledge of general equipment, machinery, and tools used in construction activities.
- Ability to acquire and retain knowledge related to the methods and techniques of repair, maintenance, and installation of roads and water system distribution infrastructure.

### **Education and/or Other Requirements**

- Minimum of a High School diploma
- Experience in road repair, construction and maintenance, water system construction and maintenance, buildings and facilities maintenance, parks and landscape maintenance or related field.
- Possession of a class “B” CDL. We offer a \$250 bonus and a 50 cent pay increase for obtaining a class “A” CDL within 1 year of hire. We will endorse and help train you.
- **Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.**

### **Hours of Employment**

Employee will work the established hours as specified by the Public Works Manager and/or the assistant public works manager including after hours call out tasks.

### **Probationary Period**

Six (6) months

### **Evaluations**

Within the first year of employment, evaluations will occur each month for six months. Thereafter, an annual evaluation will take place the end of each fiscal year.