



FACILITIES MAINTENANCE ASSISTANT JOB DESCRIPTION

Job Title:	Facilities Maintenance Assistant
Department:	Facilities
Reports To:	Facilities Director
Prepared By:	Mark Becket
Prepared Date:	September 2022
Approved Date:	September 2022
Pay Rate:	\$18.00-\$20.00 /hour
Classification:	Non-Exempt
Job Category:	Full-Time

SCHEDULE

- Must have availability to work Sundays – Thursdays.

JOB DESCRIPTION

Welcome to Mountain Park HOA! We are a large master planned community set in the hills of Lake Oswego. We are looking for an enthusiastic, outgoing person who shares in our goals to ensure our members enjoy a beautifully maintained clubhouse that includes indoor pools and cardio weight rooms, tennis/pickleball courts, and 8 miles of paved trails weaving through 195 acres of urban woods. If you like working in an environment where the focus is on active lifestyles and fun, this is your chance to join the Mt Park Facilities team!

WHAT THIS ROLE WILL DO:

- Maintenance support, PM assistance, able to troubleshoot and make necessary repairs
- Basic pool maintenance and cleaning- or willing to learn
- Consistently maintains a safe and clean environment
- Inspects facilities and grounds for safety and security, identifies and reports hazardous conditions
- Assists during inclement weather with snow and ice removal
- Follows safe working practices and makes appropriate use of related safety equipment
- Performs custodial tasks
- Meeting and event room set up and break down, including basic audio/video knowledge
- Assist with front desk customer service when needed

THE POSITION OFFERS:

- A positive, casual environment
- Career Training and development
- Full benefits including Health, Dental, 401(k)
- Competitive compensation
- Family Clubhouse membership

WHAT THIS POSITION WILL BRING:

- Comfortable around equipment and tools
- Intelligence, character, coachability/willingness to learn
- Meet deadlines, organize work, and follow up on assignments
- Demonstrates strong customer service skills and fosters positive and effective work relationships
- Use English effectively to communicate in person, over the phone, and in writing

REQUIREMENTS:

- Methods and techniques used in the operation, repair, and maintenance of facilities and equipment
- Consistently able to lift 50 lbs.
- Follow occupational hazards and standard safety practices
- CPR/First Aid certification (company will provide)

ENVIRONMENTAL ELEMENTS

Will work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.