

TITLE	SCA – Maintenance Worker FTE
FACILITY	Sidney Colen and Associates, LTD
JOB CODE	
DEPT. NUMBER	140031
DEPT. NAME	SCA Health and Recreation
LOCATION	Clearwater - SCA
EFFECTIVE DATE	
STATUS	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

Job Summary/Overview

The Maintenance team member is responsible for the general maintenance and cleanliness of the SCA Activity Centers' interiors and exteriors in a safe and efficient manner. This is a highly visible position requiring the utmost awareness of how actions and communications are perceived. Need to have the ability to communicate in a courteous and professional manner.

The work schedule for this position is Friday, Saturday, Sunday, Monday and Tuesday, from 2:30 PM to 11:00 PM (Sunday 1:30 PM to 10 PM) and off on Wednesday and Thursday. Schedule is subject to change. Position requires ability to work independently and within a team environment. Need to have a willingness to assist team members when required, needed or requested.

Essential Duties and responsibilities

The following statements describe the principal functions of this position and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may be expected to perform other duties as assigned, including working in other areas to cover absences or balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Your primary function is to clean and maintain both Activity Centers and monitor for safety and compliance issues, as well as work in a team or by yourself to maintain the facilities.

The following tasks are to be performed daily at both Recreation Centers:

- Set up and take down of tables and chairs for events.
- Monitor resident's usage of facility/rooms. Make sure reserved event times are getting observed .
- Maintain cleanliness of Activity Centers during and after events (take care of spills, trash etc.)
- Monitor Activity Centers, pools and parking lots for safety and compliance.
- Inspect and clean locker rooms and restrooms.
- Check Activity cards at fitness center and pools.
- Visually inspect all flags and banners.
- Inspect and clean Activity Centers throughout shift according to the cleaning standards manual.
- Provide maintenance and minor repairs.
- Other tasks and duties as assigned and may be required to be completed at specific days/times.

Report all maintenance and safety issues to Facilities Foreman or Manager as soon as possible.

Supervisory Responsibilities: No

Qualifications (Education, Experience, Technical Skills)

- High School diploma, GED, or a combination of education and work experience
- Experienced with gas powered hand held equipment, etc.
- Ability to adapt to changes in work flow and processes.
- Applicable experience in a residential retirement community, facility housekeeping and maintenance preferred.
- Some basic construction skills helpful

Working conditions

- Must be able to manage multiple priorities
- Must be able to work with little or no supervision
- May be required to work a flexible schedule
- Must wear protective clothing when required
- Use of power tools occasionally required
- Work could be inside or outside
- Work includes lifting, bending, stretching, twisting as needed to perform essential functions of position
- Must be able to work with little or no supervision

Physical requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed indoors and outdoors. While performing the duties of this job, the individual will be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and differentiate smells; will regularly be required to sit, stand and walk. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Tasks may be performed while exposed to extreme heat and humidity.

Must be flexible, schedules may be rearranged to meet deadlines, attend meetings and community activities or to cover open shifts. Position requires ability to work independently and within a team environment. Willingness to assist team members when requested.

The typical noise level is quiet to very loud.

Organizational Relationships

Reports to: This position reports directly to the SCA Facility Manager. This position maintains a close working relationship with other SCA foreman, team members and Parkway Maintenance employees.

Certifications or Licenses

- Current valid Florida driver's license with acceptable driving history is required

Approved by:	
Date Approved:	
Date of Exempt/Non-Exempt Status Form:	
Reviewed by HR:	
Employee Acknowledgement	<p>This is to certify that on this date _____, I have received, read, understand and will comply with the above Job Description. If there is a procedure/provision in the Job Description that I do not understand I will seek clarification from the Department Manager or Human Resources.</p> <p>Employee Name (Please Print)</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p>