



## Job Description

<b>Job Title:</b>	Seasonal Central Shop Assistant
<b>Reports To:</b>	Building and Mechanical Operations Manager
<b>Location:</b>	Central Shop
<b>FLSA Status:</b>	Seasonal/Nonexempt (Hourly) (10 weeks to 32 weeks)
<b>Wage Rate:</b>	\$13+/- per hour, commensurate with experience
	Amenities include free golf/cart rental, camping, shelter rental

**PURPOSE.** Provides direct assistance and support to full-time trades department staff, performing routine unskilled manual labor tasks as assigned. A forty-hour work week is not guaranteed, and is dependent on weather conditions and workload.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Assists with general repairs, maintenance and construction needed on facilities and properties involving carpentry concrete, masonry, painting and roofing in accordance with all local and state building codes.
- Occasionally assists with rudimentary plumbing and electrical tasks in accordance with all local and state building codes.
- Supports full-time staff with the maintenance of fleet vehicles and equipment.
- Assists with project layout and determining dimensions and materials required.
- Shapes or cuts materials to specified measurements as directed using hand tools, machines, power saws and/or other related equipment.
- Helps in the construction, installation and painting of window frames, doors and/or related projects according to specifications and local and state building codes using raw materials or pre-constructed items, including gates, signs, posts fences buildings, bridges and/or other related infrastructure.
- Familiar with electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)
- Performs operator maintenance and cleaning of hand tools and power equipment.
- Maintains work areas on job sites and in shops by keeping areas clean and organized. Washes vehicles and ensures tools are stowed properly.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes all other duties as requested.

**QUALIFICATIONS.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must be at least 18 years old. Requires a valid driver's license.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely. Must demonstrate general knowledge of general construction, building and facility repairs and basic carpentry techniques.

**EDUCATION and/or EXPERIENCE.** High School Diploma or general education degree (GED) required, and some training in carpentry, general construction, vehicle maintenance, facility management, park and recreation maintenance, or other related field preferred. Some experience in manual labor and ability to use power equipment is required.

**MACHINES, TOOLS, AND EQUIPMENT.** Four-wheel drive trucks, equipment trailers, and all other related hand and power tools commonly used in general construction, carpentry and building maintenance jobs.

**PHYSICAL DEMANDS.** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform physical tasks in variable weather conditions.

**WORK ENVIRONMENT.** The employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals or plant materials; and risk of electrical shock. The noise level in the work environment is usually moderate.

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