

Paradise Pines Property Owners' Association has a part-time and full-time General Maintenance position available immediately.

This position is responsible for maintaining all facilities, recognizing and repairing mechanical defects; move furniture and equipment; assist management as assigned; and do other job related duties. This is a part-time 20 and full-time 32 to 40 hour a week position, working a flexible schedule which may include weekends and evenings.

This position reports to the Director of Maintenance who reports to the General Manager.

The essential functions of the position include, but are not limited to:

Responsible for inventory controls, supplies and tools through work/purchase orders, of all maintenance equipment.

Conducts property inspections as needed.

Assists in repairs of grounds and facilities.

Makes minor repairs as necessary, including but not limited to electrical, plumbing, construction repairs and paint on specific areas.

Gives directions to maintenance contractors on an as needed basis, schedule work projects, and verifies completion.

Conducts daily inspections of the properties owned by the Association for vandalism, removal of debris/trash (including trash cans), and damaged property.

Other duties or functions that may be assigned. Management retains the discretion to add to or change the duties of the position at any time.

Desirable Qualifications, Skills and Abilities:

Any combination of training, education and experience that demonstrates an ability to perform duties as described for this position.

Good written and verbal communication skills.

Ability to understand and follow specific oral and written instructions and work effectively with others.

Frequently lifting over 50 pounds, combined stooping, bending, squatting, twisting, reaching, and working on irregular surfaces.

Ability to perform strenuous manual tasks.

Ability to perform general manual labor duties for extended periods sometimes under adverse climatic conditions.

Mechanical reasoning and skills/experience in electrical, plumbing, and irrigation repairs.

Construction background.

Knowledge of gasoline and electric engines.

Good workmanship, quality controls, accurate record keeping, knowledge and compliance with health and safety regulations.

Knowledge of Americans with Disabilities Act (ADA).

Knowledge of California/OSHA requirements.

Demonstrates awareness of variables which could affect employee retention and/or morale.

Demonstrates good organizational and time management skills.  
Proven ability to work well under pressure and deadlines.

**Work Environment:**

Exposure to outdoors.  
Ability to travel to different sites and locations using company vehicle.

**Qualifications:**

Must possess excellent communication skills.  
Must be responsible, self motivated and work well with the general public.  
Must be friendly and courteous.  
Homeowner association knowledge a plus.  
Must have valid California Drivers License, good driving record and provide proof of insurance.  
Must be able to work effectively with others and follow written and oral instructions.  
Ability to apply proper building and maintenance procedures.  
Ability to safely handle and work with power tools and the responsibility of controlling many phases of electricity and water.  
Ability to move and handle large and/or heavy objects following proper safety procedures.  
Ability to understand and follow oral and written directions.  
Ability to maintain adequate and accurate production of repetitive work during normal work periods.  
Ability to establish and maintain effective working relationships with others.

**Physical Requirements:**

Ability to lift up to and including 50 pounds.  
Ability to use hand tools for extended periods of time.  
Ability to safely climb a ladder.  
Ability to bend, stoop, kneel, crouch, crawl, twist, climb, balance and reach.  
Ability to walk around the facility for extended periods of time.

Applications may be printed from the PPPOA website [www.paradisepines.org](http://www.paradisepines.org) or picked up at the Administration office. Please mail, e-mail or fax your application and resume to:

PPPOA  
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Magalia, CA 95954  
Fax 873-5266  
Attention Melanie