

Grand Vue
Marshall County WV
250 Trail Drive Moundsville, WV

Job Description Title:	Maintenance Team Member	Primary Supervisor(s):	Craig White			
Department/Group:	Maintenance	Travel Required:	Moderate			
Location:	Various facilities throughout Grand Vue	Position Status (FT, PT, etc.):	Full Time			
FLSA Classification:	Non-exempt - Hourly	Physical Demands:	Moderate			
General Work Day/Week:	Hours vary: 7:00am to 3:30pm, seasonal 9:00am to 5:30pm, weekdays and weekends, Rotating on call shift					
Education and Experience:	Previous experience with maintenance preferred.					
Committee Assignments:	To provide skill and manpower to the Maintenance Department which focuses on providing a safe, clean, and enjoyable experience for all patrons of Grand Vue.					
Corporate Mission/Statement:						
It is the mission of Grand Vue to provide our patrons a safe and clean natural environment in a friendly and courteous manner; to offer comfortable lodging, educational and entertaining recreation and fun for families and friends. We remain deeply committed to serving our special constituency throughout Marshall County.						
Primary Responsibilities/Essential Job Duties:						
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Perform groundskeeping tasks, including push mowing, weed eating, snow removal and landscaping projects throughout Grand Vue. • Complete assigned maintenance tasks related to buildings, facilities, and equipment. • Carry out custodial duties and handle refuse removal associated with park use. • Support Grand Vue operations as directed by the Maintenance Director. • Aid other departments or areas as needed. (Set up/Tear down of park events) • Help maintain a clean, safe, and uncluttered environment across all park areas. • Must have basic knowledge of patching drywall, replacing faucets and toilets, and performing other small household repairs. • Must be friendly, courteous, and professional when interacting with visitors and cabin guests • Participate in a rotating on-call schedule within the Maintenance Department to respond to after-hours maintenance needs or emergencies <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Must be 18 years of age or older. • Must have valid driver's license and reliable transportation. • Must be able to lift 50lbs. • Must be able to complete pre-employment physical and drug test • Must be able to work flexible hours including rotating on call shifts and rotating weekend and evening hours. • Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work. 						

PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i>				
ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		

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PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling				X
Talking or hearing			X	
Tasting or smelling	X			
Driving			X	

This position is described as **moderate physical activity** performing lightly strenuous daily activities of a maintenance nature. This position requires lifting or carrying items up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The work environment is mostly outdoors, weather conditions may vary; i.e. prolonged exposure to sun, extreme heat or cold, and periodically exposed to hazardous conditions/situations.

Equipment used: Hand and power tools, landscaping machinery and equipment, etc.

WORK STYLES:

Adaptability/Flexibility: Job requires being open to change and to considerable variety in the workplace.

Attention to Detail: Job requires being careful about detail and thorough in completing work tasks.

Cooperation: Job requires being pleasant with others/team members on the job and displaying a good-natured cooperative attitude.

Dependability: Job requires being reliable, responsible, dependable, and fulfilling obligations. Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work.

Initiative: Job requires a willingness to take on responsibilities and challenges.

Stress Tolerance: Job requires dealing calmly and effectively with high stress situations.

Independence: Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

KNOWLEDGE REQUIRED FOR THIS POSITION INCLUDES THE FOLLOWING:

Maintenance Services: Knowledge of handling and use of tools/machinery as well as proper care regarding chemical or physical safety hazards. Knowledge of minor mechanical or plumbing repairs.

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. The ability to write and speak effectively with clients, visitors, and team members.

Mechanical: Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security: Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people, data, property, and institutions.

SKILLS REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Coordination: Adjusting actions in relation to others' actions.

Time Management: Managing one's own time and the time of others.

Equipment Maintenance: Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Repairing: Repairing machines or systems using the needed tools.

Troubleshooting: Determining causes of operating errors and deciding what to do about it.

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Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Selection: Determining the kind of tools and equipment needed to do a job.

ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression: Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

Problem Anticipation/Sensitivity: The ability to tell when something is wrong or is likely to go wrong.

Arm-Hand Steadiness: The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Manual Dexterity: The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Near Vision: The ability to see details at close range (within a few feet of the observer).

Information Ordering: The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

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Manager's Name

Title

Manager's Signature

Date

Employee's Name

Title

Employee's Signature

Date