

R Ranch at the Lake

Job Description: Maintenance Personnel

Maintenance staff work at R Ranch at the Lake is primarily maintenance of the facility. At times however, maintenance personnel will be required to assist in other departments. This includes assisting with: set-up for Ranch functions, cleaning at the Ranch pool, various tasks at the stables and grounds keeping along with anything else that your supervisor or the Ranch Manager deems necessary.

Maintenance personnel will not be asked to perform work functions that are beyond their personal skill levels.

Maintenance personnel will not be asked to perform work functions that would be detrimental to their health and safety

You may be trained if needed in a variety of basic skills

A sampling (but not complete listing) of maintenance activities are:

- 1) General Maintenance includes:
 - a) Assisting with the trash collection throughout the Ranch property
 - b) Assisting with the black and grey water waste collection in the RV section of the Ranch.
 - c) Assisting with the cutting down and removal of downed trees and other foliage.
 - d) Assisting with manual excavation and cleanup needed as a result of rain water run off around the Ranch.

- 2) Entry Level skills
 - a) Painting and Paint prep
 - i) This may include power washing, scraping, sanding, priming and finish painting. Paint application may be with brush, roller, and spray equipment.
 - b) Water system repairs
 - i) The underground water pipes on the ranch are old and do break on occasion. You will be required to hand dig using shovels, picks, dig bars and other tools to excavate down to the source of the leak. You will also be required to assist installing repair bandages to these pipes
 - c) Sewer Blockages
 - i) The underground sewer pipes and system are also old. They are prone to blockages caused by roots, debris and other items. You will at times be required to assist clearing these lines using mechanical sewer line snakes and pressure sewer line jetting equipment.

 - d) Advanced skills
 - i) Carpentry
 - (1) General carpentry maintenance includes: replacement of dry rot and weathered wood trims, siding, structural members, steps. Adjusting door and door frames, replacement of doors, windows and locks. Construction of temporary accessories and décor for special events.
 - ii) Roofing

- (1) General roofing repairs include asphalt shingle repair and replacement. Mastic repairs on flat roofs and at flashings.
- iii) Plumbing
 - (1) General plumbing maintenance includes: replacement of toilets, sinks and faucets, repair of leaking faucets and drains, clearing clogged drains and toilets.
 - (2) Higher skilled plumbing maintenance includes: repair and modifying drains and water piping (this includes sweating copper fittings)
- iv) Electrical
 - (1) General electrical repairs include: changing burned out bulbs in lighting fixtures, changing defective outlets, switches and light fixtures.
- v) Mechanical
 - (1) The Ranch has a variety of vehicles, golf carts and other equipment. General mechanical repairs include: diagnosing mechanical problems, replacing parts as needed, general preventive maintenance tasks such as greasing and oil changes, replacing brakes, etc
- vi) Welding
 - (1) General welding.
 - (a) Arc and gas welding repairs.
- vii) Equipment Operation
 - (1) The ranch has a wide variety of equipment. Operating the equipment is only permitted after you have been authorized by the Maintenance Supervisor. A sampling of equipment includes:
 - (a) Pickups and other small vehicles
 - (b) Fire trucks
 - (c) Dump truck
 - (d) Boom truck
 - (e) Golf Carts
 - (f) Tractors
 - (g) Backhoe
 - (h) Bulldozer

Mental and Physical Demands:

- Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; requires a high level of organizational and prioritization skills; may occasionally deal with distraught or difficult individuals.
- Required to stand for prolonged periods; exposed to harsh weather at times.
- Ability to walk, kneel, climb, stand, stoop, crouch and reach when performing maintenance and other duties

Again, as a reminder...you will be working for R-Ranch at the Lake and all of us work as a team. Management expects all departments to help out anywhere that you are needed. You will never be asked to take on a project that is unsafe or beyond your ability.