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## ***Maintenance Laborer/Utility Worker***

**JOB:** Hourly, Seasonal (Non-Exempt)

**DEPARTMENT:** Municipal Services

**REPORTS TO:** Vice President of Municipal Services

**SUMMARY:** The Maintenance Laborer/Utility Worker is responsible for the maintenance and upkeep of several facilities on the grounds. Must be available to work from mid-May to Labor Day and is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Receives verbal and written orders from the Vice President of Municipal Services
- Perform work according to standard procedure and building's operational schedule
- Perform and document routine inspection and maintenance activities
- Clean and supply building areas (dust, sweep, vacuum, mop, clean ceiling vents, restrooms, etc.)
- Gather and empty trash receptacles across the grounds
- Perform drywall and plaster repairs
- Perform touch up and finish painting
- Replace lightbulbs
- Set up and tear down chairs, tables and equipment for meetings and events
- Collect leaves in the fall from Lakeside resident properties
- Follow all applicable safety rules and procedures
- Ensure the safety of guests, staff and equipment
- Clean, maintain and identify needed repairs of maintenance vehicles
- Report work accomplished to supervisor

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school graduate or its equivalent with maintenance related experience. Valid Ohio driver's license required. A working knowledge of building equipment, carpentry, electrical and general maintenance preferred.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHEMATICAL SKILLS:** The ability to apply basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to lift heavy equipment and materials up to 75 pounds. Must be able to move tables and chairs. Must be able to climb ladders and scaffolding, etc. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. Must ride in a vehicle, walk the grounds in many types of weather and be able to make quick judgements. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date