

SPRING VALLEY LAKE ASSOCIATION

Maintenance-Groundskeeper/EQ Stable Hand Job Description

Job Title: Maintenance-EQ Stable Hand

Department: Maintenance

Location: 13325 Spring Valley Parkway

Reports to: Director of Operations

POSITION SUMMARY:

Maintenance groundskeepers are responsible for the upkeep and appearance of outdoor areas, buildings, equipment and all facilities. Performs regular maintenance at all facilities including mechanical, electrical and architectural as required and or scheduled. Perform custodial duties at all facilities and community as required and or scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Can perform equestrian barn duties such as mucking stalls, turning out horses, feeding/watering horses, sweeping the barn and other basic barn/cleaning duties and performed on time and in a timely manner.
- Has previous experience working with horses
- Can demonstrate safe horse handling techniques
- Removes all trash and debris from all Association areas by regularly inspecting grounds, including pathways, drains, v-ditches and transporting the trash to designated central collection points on a daily basis.
- Remove, clean, disinfect trash and cigarette receptacles on a regular basis
- Inspect and clear all pathways, gangways, ramps, docks, play areas, parking and steps to insure safe clear conditions at all times, including addressing ice, snow and other cold weather conditions by either removing or treating the areas affected.
- Apply approved chemicals as required for each purpose properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use
- Performs painting at all facilities and grounds as required, including proper preparation for the area, such as scraping, filling, patching, spraying and proper clean up. They will insure the area is properly protected from paint, droppings, spilling or over spraying, etc.. Insuring area is clean and clear and all products are disposed of correctly at the end of each shift.
- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Replaces and disposes of consumable items for all mechanical and electrical fixtures at all facilities as required due to failure or regular maintenance
- Knowledge of relevant OSHA standards.
- Must be detailed oriented, plan and manage projects, multi-task and meet deadlines in a fast-paced environment.
- Possession of, or the ability to obtain a valid California Driver's License.
- Valid Driver's License - Driver's license must be maintained and acceptable according to SVLA's insurance standards.
- Ability to successfully pass a background check and other pre-employment screening.
- Ability to work rotating shifts, respond to on-call emergencies, work overtime, and be available to work weekends and holidays when necessary.

WORK ENVIRONMENT:

- The work is performed primarily outside and includes seasonal exposure to cold and heat.
- The worker is also exposed to awkward/confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, wetness/humidity, and mechanical hazards.
- The worker is exposed to and use of chemical compounds for application in lakes, concrete, fixtures, restrooms, kitchens, buildings, roofs, equipment, trails, trees, shrubs, ground cover, flowers and grasses which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.

PHYSICAL REQUIREMENTS:

- Climbing, balancing, reaching, standing, walking, grasping, feeling, talking, and hearing are other physical activities that are required frequently for this position.
- Able to work in small and confined spaces for extended periods of time.
- Must be able to stand for extended periods of time.
- Required to use close vision and be able to read or see obscure or faint printing with or without corrective lenses.
- Must be able to lift up to 100 pounds.
- Ability to work on a ladder or mechanical lift at heights of over 12 feet.
- Regular attendance is a necessary and essential function.

APPEARANCE AND GROOMING:

- Maintain a clean, well-groomed, professional appearance at all times.
- Ability to have a professional demeanor and present oneself in a manner most likely to inspire public confidence and respect.
- Ability to Comply with the Department's uniform and grooming Standard Operating Procedures.

ADDITIONAL INFORMATION:

The statements indicated in this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties, and/or skills required of the individual. The right to add to or change the duties of the position at any time is retained by the GM.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Print: _____

Sign: _____