

SPRING VALLEY LAKE ASSOCIATION

Temporary General Maintenance/Landscaper Job Description

Job Title: Temporary General Maintenance/Landscaper

Department: Maintenance

Location: 13325 Spring Valley Parkway

Reports to: Facilities Manager

Last Updated: 8/19/2026

POSITION SUMMARY:

General Maintenance/Landscaper are responsible for the upkeep and appearance of outdoor areas, buildings, equipment, and all facilities. General Maintenance/Landscaper will Perform Maintenance at all facilities, including Mechanical, Electrical, Lake maintenance, Carpentry, Landscaping, Irrigation, Concrete work, Event set-up, Stablehand, and Architectural repair. This position will include custodial duties at all facilities and communities as required or scheduled. They will have experience planning and performing regular Maintenance on all facilities and grounds and will follow the work order system. Also, General Maintenance/Landscaping will perform any additional tasks not noted as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all duties and responsibilities of a general maintenance/landscaper
- Removes all trash and debris from all SVLA areas by regularly inspecting grounds, including pathways, drains, and v-ditches, and transporting the waste to designated central collection points daily.
- Remove, clean, and disinfect trash and cigarette receptacles regularly.
- Inspect and clear all pathways, gangways, ramps, docks, play areas, parking, and steps to ensure safe, clear conditions always, including addressing ice, snow, and other cold weather conditions by removing or treating the affected areas.
- Apply approved chemicals as required for each purpose properly and safely by wearing prescribed protective clothing, masks, and rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals correctly 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 ensure the area is adequately protected from paint, droppings, spilling, over-spraying, etc. Ensuring the area is clean and clear and all products are disposed of correctly at the end of each shift.
- Performs any maintenance repairs or projects required at all Association property. Assure that jobs specified on maintenance requests and work orders are completed satisfactorily.
- Assisted in periodic inspections of buildings, shade, play equipment, docks, fixtures, roofs, bridges, and structures.

- Maintains structural and use aspects of buildings, shade, play equipment, docks, fixtures, roofs, bridges, and structures.
- Inspects and sets preventative maintenance schedules for all SVLA areas.
- Maintain tools and equipment required for maintenance tasks, inventory equipment and supplies. Inspect tools before using tagout faulty tools and report it to management.
- Make emergency repairs within the area of Knowledge and responsibility.
- Reports to Management or supervision any work-related incidents or safety concerns.
- Maintains all including mechanical, electrical, lake maintenance, carpentry, landscaping, Concrete work, event set up, stable hand and architectural systems including equipment, and general Association requirements.
- Will perform Maintenance of grounds and landscaping. Monitors watering and chemical spraying by keeping an inspection log of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed, and reason and time of spraying.
- Schedules and inspects regular grounds and landscape maintenance by mowing lawns; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks, and buildings; weeding, thinning, and cleaning flower beds: and setting up, adjusting, repairing, and cleaning irrigation systems.
- Calibrate and use lake data equipment as scheduled, ensuring this is done on time and in a satisfactory manner.
- Provide and coordinate horse boarding with tenants, track hay status and usage, and maintain all areas of Equestrian stables duties.
- Will attend safety training and other related training to improve craft.
- Perform event set-up and tear-down inspection, providing a record of event furniture and equipment condition and count. After event set-up, tear down, clean up as scheduled and required. Coordinate with Staff member organizing event preplan for all event needs.
- Ability to follow department Standard Operation Procedures
- Performs other related duties as assigned.
- Work effectively with other team members in a loud or quiet environment.
- Assure that jobs specified on maintenance requests and work orders are completed satisfactorily and promptly.
- Performs scheduled water sampling and chemical application using the proper equipment and tools and ensures these tasks are done on time and promptly.
- Can perform equestrian barn duties as scheduled, ensuring the training procedures and guidelines are followed and performed on time and promptly.
- Operate mowers, tractors, boats, and other equipment as trained and directed to perform scheduled and directed duties safely and satisfactorily.
- Attend special training classes and sessions to increase skills in various crafts.
- Ability to Department-issued Policies & Standard Operation Procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Has Knowledge, skills, and abilities of a General Maintenance-Landscaping.
- Strong organizational skills are required.
- Ability to manage projects effectively, timely, and with adequate resources.
- Knowledge of finance principles in budget preparation and administration.
- Using good judgment and decision-making skills to evaluate crises, establish priorities, and resolve and mediate matters.

- Must have Demonstrated Ability to effectively supervise several people and projects and to train, develop, and mentor employees.
- Must have Ability to work with diverse individuals regardless of age, race, or mental status.
- Skill in operating grounds Maintenance, carpentry tools, and grounds construction equipment.
- Must have Knowledge of OSHA and local safety requirements.

REQUIRED QUALIFICATIONS:

- High School diploma or GED
- At least 2-3 years of experience in General Maintenance, Landscaping or equivalent.
- Experience in architecture, mechanical, electrical, facilities planning, landscaping, stables and general maintenance operations.
- Knowledge of facilities, machines, general maintenance, and equipment.
- Understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Knowledge of relevant OSHA standards.
- Computer skills, with working Knowledge of the primary Microsoft Office programs and work order systems.
- Must be detail-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 - The 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 screenings.
- 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 inside and includes seasonal exposure to cold and heat.
- The worker is also exposed to awkward/confining workspace, 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 uses 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 correctly 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.
- You are required to use close vision and be able to read or see obscure or faint printing with or without corrective lenses.
- Ability to operate a vehicle in conditions that sometimes can be hazardous in a safe manner without injury to oneself or others.
- Must be able to lift 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.

- Must be able to move throughout assigned areas, as the work is performed primarily out-of-doors, year-round.

APPEARANCE AND GROOMING:

- Maintain a clean, well-groomed, professional appearance always.
- 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 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

By signing, you acknowledge that you understand your duties and responsibilities as an SVLA employee and will abide by all SVLA employment requirements.

Print _____

Date: _____

Signature _____

Date: _____