

SILVERADO MODJESKA RECREATION AND PARK DISTRICT
JOB DESCRIPTION FOR SMRPD MAINTENANCE WORKER

The SMRPD Maintenance Worker is an Independent Contractor with responsibility for general clean-up and light maintenance of the Silverado and Modjeska community centers and parks. The maintenance worker is expected to thoroughly clean the community centers at least once a week, with deeper cleaning on a quarterly and annual schedule. The maintenance worker is also responsible for tasks such as replacing faucets, painting, replacing light bulbs, and, in general, making sure the facilities are in good working condition. The maintenance worker must have good organizational skills, attention to detail, follow through, and the ability to work independently and to write reports. Duties include:

1. Clean the Silverado Community Center and the Modjeska Community Center on a weekly basis. During the cleaning, the worker will check how well sinks, toilets, light fixtures, refrigerators and other items operate. The worker will empty the trash and replace the liners. The worker will check soap, paper towel and toilet paper dispensers and make sure they are full. The worker will make a list of maintenance issues, items needing deeper cleaning, missing equipment or supplies, and safety-related concerns.
2. Perform basic maintenance such as replacing light bulbs, fixing leaky faucets, painting, and minor carpentry. When major repairs are required, the worker will report to the SMRPD Caretaker and coordinate with contractors and others.
3. Purchase cleaning and other supplies as needed with SMRPD reimbursement.
4. Inspect the facilities and parks regularly, especially with regard to potential safety and maintenance issues.
5. Keep logs of work performed.
6. Complete monthly safety and maintenance reports for submission to the Board.

The maintenance worker will report to the SMRPD Caretaker. Compensation will range from \$12-\$18 an hour, depending upon experience.

MAINTENANCE WORK SCHEDULE

TIME	INDOORS	OUTDOORS
<i>WEEKLY</i>	Vacuum carpets Mop floors Polish furniture and tables Scrub and sanitize toilets, urinals, sinks Clean and wash kitchen sinks & countertops Wipe down window sills Clean kitchen appliances. Wash scrub marks off walls and doors. Dust rooms and furniture Clean the refrigerators, stoves, etc. Check heat and air conditioning Check and replace light bulbs	Clean picnic tables, chairs and benches Empty park trash containers Pick up trash Clean up dog poop Replace bags for pet waste

TIME	INDOORS	OUTDOORS
<i>MONTHLY</i>		Scrub picnic tables and benches Brush cob webs off building exteriors Clean leaves from roofs
<i>QUARTERLY</i>	Wash windows and blinds inside and out Clean light fixtures Clean cupboards	Turn sand in Modjeska
<i>ANNUALLY</i>	Wash interior walls Wax wood floor	Clean screens Power wash solar panels