

**BELLAVITA MAINTENANCE ASSOCIATE
JOB DESCRIPTION**

Reporting Structure:

The Maintenance Associate reports to the Clubhouse Manager.

Job Summary

The general maintenance associate is responsible for the general maintenance of the clubhouse, pool, spa, and common areas around the clubhouse and retention pond and all equipment therein, ensuring that high standards of quality are maintained throughout the club's premises for the benefit of the residents.

Essential Functions:

- Responsible for maintenance of all clubhouse and common property equipment
- Responsible for maintenance and cleanliness of the clubhouse, grounds, ponds and lakes
- Maintain, replace, repair and/or upgrade interior and exterior facilities
- Coordinate and communicate with sub-contractors for repair or maintenance
- Monitor maintenance supplies
- Empty trashcans in the clubhouse, around pool and around the lake three times a week or more, if needed
- Set up tables and chairs for various Bellavita functions
- Clean deck chairs and tables around the pool area
- Manage a pest control program for the clubhouse and pool area
- Perform preventative maintenance on Clubhouse equipment
- Direct the daily and weekly pool/spa maintenance contractor activities
- Identify and manage a routine maintenance program for the facilities
- All other duties as assigned by the Clubhouse Manager

Knowledge, Skills and Abilities

- High school diploma or general equivalency diploma (G.E.D.) required
- Minimum of 2 years of facility and equipment maintenance experience
- Experience and knowledge of building, pool and spa maintenance
- Excellent time management skills
- Excellent interpersonal skills
- Excellent work ethic
- Experience working with sub-contractors