

OAK HILLS HOMEOWNERS' ASSOCIATION
WEEKEND AND SUBSTITUTE MAINTENANCE JOB DESCRIPTION

GENERAL REQUIREMENTS

- Following a 90-day probationary period, completion of certified pool technician course and annual updates. (Registration to be paid by OHHA)
- Basic maintenance and repair knowledge to include painting, plumbing, carpentry, electrical repair and landscaping

POOL AND HOT TUB MAINTENANCE:

1. The weekend maintenance person shall be responsible for cleaning the OHHA swimming pool and spa and maintaining the correct temperature and chemical levels of each on weekends and when substituting for the maintenance person. Job to include:
 - Testing pool and spa water for chemical levels adjusting when necessary following county requirements
 - Maintaining a daily record of pool chemicals per county requirements
 - Temperature of spa water to be monitored and maintained between 101-102 degrees F
 - During the pool season the pool temperature should be checked daily and kept between 78-82 degrees F
2. During the pool season the weekend and substitute maintenance person shall vacuum the pool and skim the water surface to remove foreign debris and also perform any other maintenance to keep the pool looking clean and free of algae as necessary
3. The weekend and substitute maintenance employee shall:
 - Keep records for maintenance of spa and pool equipment
 - Fill out a time sheet and spa/pool checklist and submit this to the OHHA Board via the Board Administrator
4. The weekend and substitute maintenance person may be required to:
 - Order and/or transport chemicals and other supplies required for pool and spa maintenance if necessary

WEEKEND AND SUBSTITUTE JANITORIAL DUTIES:

1. Perform specific cleaning tasks as needed to keep the pool and spa area in a safe and sanitary condition for use of OHHA residents including:
 - Sanitize and mop the restroom/spa floors
 - Clean interior spa and pool house walls
 - Clean toilets, sinks and showers
 - Wipe down mirrors, glass and tile
 - Replace toilet paper in restrooms
 - Wipe down benches in restrooms and spa
 - Empty trash cans in restrooms, spa and pool area
 - Wipe down safety rails, chairs, lounges and tables in pool area
 - Clean pool deck and debris in grass area

2. If substituting during the week for maintenance person other janitorial duties to include:
 - Collecting all trash, including trash from dog cleanup bins, and place in proper receptacles at curb prior to collection day (Currently Thursdays)
 - Restocking cleanup bags in dog refuse collection stations and order replacement bags as needed
3. If substituting during the week for maintenance person general maintenance and repairs to include:
 - Painting as needed (especially in case of graffiti damage)
 - Minor plumbing such as replacing faucet washers, toilet valves
 - Some carpentry as needed for repairs
 - Minor electrical work such as replacing electrical outlets, light fixtures and bulbs
 - Fencing repair
4. Landscape maintenance if substituting during the week for maintenance person to include:
 - Maintaining and repairing irrigation system in recreation area
 - Cleaning up fallen branches as necessary in common areas
 - Communicating for the Board landscaping requests to contracted landscaping company
5. Other duties may also be assigned by OHHA board as needed