



NORTH TAHOE PUBLIC UTILITY DISTRICT  
SEASONAL JOB DESCRIPTION

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**SEASONAL CONFERENCE CENTER  
MAINTENANCE WORKERS I,II**

**THE POSITION**

Under the supervision of the Conference Services Director, Seasonal Workers I, II perform maintenance and set up functions within the North Tahoe Community Conference Center.

The District has implemented a wage structure that accommodates the less experienced as well as more skilled workers with an opportunity for raises as higher skills and experience are developed on the job. This has been implemented with the hope that seasonal workers will be retained throughout the season and will return the following year.

**EXAMPLES OF DUTIES**

- setting up and tearing down rooms for meetings, recreation activities, conventions and conferences
- carpet care and tile floor care
- restroom cleaning
- kitchen cleaning
- exterior building cleanup
- trash disposal

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

High School Diploma or GED; experience in the field of facilities maintenance will determine the starting step according to the NTPUD Seasonal Wage Scale.

**Necessary Knowledge, Skills and Abilities:**

1. Some knowledge of the methods, materials and equipment necessary for operations of conference facilities.
2. Ability to follow oral and written instruction; ability to read setup plans.
3. Ability to demonstrate positive public relations skills.
4. Ability to work evenings and/or weekends.

## **ESSENTIAL JOB SKILLS**

Ability to pass a pre-employment physical examination including lifting, bending, reaching, stooping and endurance; ability to work outdoors with possibility of extreme temperature changes, dust, and plant pollen; sometimes working under pressure: ability to lift up to 40 lbs. unassisted.

## **TOOLS AND EQUIPMENT USED**

Hand truck to move tables and chairs; custodial tools such as brooms, mops, toilet plungers.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move 15-35 pounds and occasionally up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

**LICENSE**

Possession of a valid California or Nevada Driver's License with driving record satisfactory to the District and the District's insurance carrier.

Approval: \_\_\_\_\_  
                  General Manager/CEO

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_

Effective Date: \_\_\_\_\_