

Lake of the Pines Association Public Works I – FT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Public Works I.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a FT, nonexempt position with a salary range of \$12.04 - \$13.76 and excellent benefits including medical, dental, vision and life insurance; vacation and sick leave; 401k and facility use privileges including golf, swimming pool, beaches, parks, tennis and discounted meals. Pre-employment drug screen and background search required following conditional offer of employment.

Essential Duties and Responsibilities:

- Landscaping Association Property and Park Maintenance - detail weeding in flower beds; weed whipping; cleaning park restrooms and disposal of park garbage; picking up litter and debris; leaf blowing, mowing, trimming, pruning, irrigation repairs, apply pesticides and fertilizers and planting of ornamental plants.
- Lake Maintenance - perform and assist in lake maintenance duties including application of aquatic herbicide and algaecide, buoy maintenance, and dock maintenance/repair.
- Roads - patch and repair asphalt, and paint road striping.
- Install and maintain culverts, ditches, drains, street signs and reflectors.
- Operate vehicles and light equipment. Operate all hand and power tools necessary to complete the above duties, with some knowledge of their repair and maintenance.
- Perform carpentry, electrical, plumbing, painting and mechanical repairs.
- Perform heavy manual labor, clean up and other duties as required.
- Perform duties with regular and predictable attendance.
- Perform duties with the responsibility to get along and work effectively with others.

Required Skills/Qualifications:

- High School Diploma or GED.
- This is an entry level position and training will be provided.
- Valid California Driver license in good standing.
- Knowledge of standard practices of construction and maintenance.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with appropriate assistance.
- Open Availability including early mornings, some weekends and holidays is a requirement.

Applications are available online at www.lop.org under Association/Employment. Email resume and employment application to HR@lop.org, or fax application and resume to 530-268-8014, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.