

# Sun Ranch Owners Association

## Job Description

### “On Call Maintenance Position”

#### Necessary Requirements:

- \* Needs valid and current State Driver’s License
- \* Needs to be able to communicate readily by telephone and email
- \* Needs at least one written character and experience reference for board review  
*(Person making the reference should be able to state how long he or she has known the applicant, and how the SROA board president can contact referrer for follow-up.)*
- \* Needs to indicated interest in applying for the position by carefully reading this job description and the associated SROA policy regarding Temporary Paid Positions. Both documents should be signed, dated, and have contact information available.

#### Recommended requirements:

- \* Own, or have ready access to a wide range of tools needed for most common maintenance tasks.
- \* Own, or have ready access to transportation suitable for carrying out the duties of the job.
- \* Possess good social and communication skills, and demonstrate an ability to relate, empathize and listen to people of all ages and backgrounds.

#### General Duties:

- \* Be ready and able to respond in a timely manner to on-call maintenance and repair requests made by the SROA board president or association designee.
- \* Communicate clearly with the president or designee as to the scope, progress, material and supply needs required to successfully carry out the maintenance or repair task.
- \* Understand that any repair or maintenance tasks will be carried out on an “on-call” basis only. Exceptions to this will be agreed to before-hand by the SROA board.

**Compensation:** To be determined

Date Posted \_\_\_\_\_

**I’m Interested!** Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Return to: Kristina Dennis email: \_\_\_\_\_ phone: \_\_\_\_\_