

# **AUDUBON ASSOCIATION, INC.**

## **HANDYMAN POSITION**

**HOURS:** Up to 20 hours per week/fluctuate

**JOB DESCRIPTION:** Employee works for the Audubon Association under the direction of the Property Manager and the President of the Board of Directors.

1. Pick up trash & empty trash containers around Walton Pond Center (WPC), gazebo, parking lot on L. Robin Rd. (by tennis courts), tennis courts, & Walton Woods
2. Take trash to dumpster at pole barn on an as needed basis (WPC office, pool, gazebo, tennis courts & Walton Woods)
3. Water flower beds and new grass
4. Tennis Court Maintenance -
  - a. put up nets beginning of season/down at end of season
  - b. wind screen, put up/take down end of season and
  - c. general court maintenance
5. Gazebo & community building maintenance, as needed
6. Gate & fence repairs (community bldg., pool, courts & RV area)
7. Pull tables & chairs out from storage room, day care area, as needed for parties
8. Repair or install and paint new mailbox posts as requested
9. Replace mailboxes as requested (Brown)
10. Pick up supplies as needed
11. General repairs as needed - replace light bulbs, minor plumbing, electrical, carpentry, etc.
12. Community Building - clean up leaves and debris, power wash front entrance, wash windows, shampoo carpets, dust eves
13. Rake sand in play area in front of WPC and in tot locks throughout the community
14. Do walk around of paths throughout the Audubon Community with property manager upon request

Some of the items that you may be asked to do on an as needed basis and could be added to the list in the future:

1. wash deck & benches
2. remove snow from walk in front of WPC
3. dust eves - day care area
4. shampoo carpets
5. small tree removal
6. pool maintenance
  - a. When pool is open: Power wash pool deck, clean BRs, change light bulbs, hang shower curtains, wash pool bathhouse mats, wash and place all pool furniture out to deck, organize BRs and guard room
  - b. When pool is closed: Clean out guard room and BRs, wash all deck furniture and bring in all furniture in bathrooms for storage, remove guard chairs and store in guard rooms, store away lane dividers, power wash deck, clean out refrigerator
7. tot lot equipment inspections, painting and/or repairs
8. installation of new tot lot equipment
9. Small odd jobs not directly spelled out in these specs

Note: this is a new position and duties are subject to change.