

## PICTONA JOB DESCRIPTION

Title of Position: **Maintenance/Custodial Specialist**  
Title of Coordinator: **Pictona General Manager**  
Date Updated: **12/12/2021**  
Written by: **Rainer Martens**  
Exempt/Non-Exempt: **Non-exempt**

### **JOB SUMMARY**

Pictona, a blend of **pickleball + Daytona**, is a community center focused primarily on pickleball and other recreational activities. Besides pickleball facilities, Pictona includes a Senior Activity Center (SAC) whose mission is to help the senior citizens of Holly Hill and surrounding area improve their health through physical activity and better nutrition.

The Maintenance/Custodial Specialist (MCS) is responsible for the daily cleaning of the interior and exterior of Pictona as well as maintaining the building and the courts, including the SAC.

### **DUTIES**

1. Perform routine custodial duties in the building.
  - a. Clean floors as needed
  - b. Clean restrooms, maintain paper supply
  - c. Empty trash throughout and dispose
  - d. Replace lights as needed
  - e. Have HVAC serviced as scheduled
2. Maintain the pickleball and recreation courts and viewing areas.
  - a. Blow the courts clean and remove debris.
  - b. Empty trash by bleachers, pavilion, and loft.
  - c. Clean the restrooms by the pavilion.
  - d. Maintain the lawn by watering, fertilizing, and mowing.
3. Maintain the exterior of the facility.
  - a. Pick up trash in the parking lots and around the building and courts.
  - b. Maintain the lawn by watering, fertilizing, and mowing.
  - c.
4. Fix broken or damaged property.
  - a. Fix plumbing or call plumbing company to service.
  - b. Repair broken furniture and equipment.
5. Assist with routine and special events.
  - a. Set up and take down chairs and tables as required.

- b. Install and remove temporary signs
6. Maintain equipment and keep records.
- a. Keep inventory of equipment and supplies and maintain in good order
  - b. Keep schedule of all mechanicals that need regular servicing
  - c. Record all repairs made
7. Direct the drying of courts when wet
- a. Recruit volunteers to help dry courts
  - b. Supply the equipment to dry the courts

### **SUPERVISORY RESPONSIBILITIES**

The position has no supervisory duties. There is one other part-time maintenance specialist now with anticipation that another full-time position will be created when Pictona 2 is completed.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledgeable about cleaning various facilities and surfaces
- Knowledgeable about HVAC system maintenance
- Basic knowledge of electrical and plumbing maintenance
- Skilled at lawn maintenance, including fertilizing, mowing, and trimming
- Ability to operate a Utility Task Vehicle

### **Minimum Qualifications**

High school diploma

Three years of custodial/maintenance experience.

Go to [www.pictona.org](http://www.pictona.org) to learn more about Pictona at Holly Hill. When applying for the position please submit a resume along with a letter explaining why you are interested in the position.