

Cinnamon Lake Assistant Maintenance Supervisor (9/30/25)

This position serves as a backup in the absence of the Maintenance Supervisor and should be able to step in and perform the required duties on a temporary basis. The role involves leadership, technical skills, and hands-on maintenance responsibilities to ensure proper upkeep of community facilities, equipment, and infrastructure.

Key Responsibilities

- Provide team leadership and oversee larger projects.
- Understand and perform basic labor tasks, including road patching, grounds maintenance, and janitorial activities.
- Operate all CLA-owned equipment and vehicles (including motor boats) and train junior members on proper use.
- Perform basic equipment maintenance and repairs; train other employees as needed.
- Maintain equipment/vehicle logs and records; ensure scheduled maintenance is performed.
- Analyze maintenance records and recommend corrective actions.
- Conduct and teach pre-, during, and post-operation maintenance checks.
- Manage workflow, develop plans, prepare reports, maintain records, and deliver presentations to the Board.
- Inspect the dam, maintain dam integrity, correct deficiencies, and operate spillway valves to control water levels.
- Fill in for the Maintenance Manager during absences (vacation, sick leave, etc.).
- Interact professionally with CLA members, contractors, and the general public.

Qualifications

- Valid Ohio driver's license.
- CDL license required.
- Strong knowledge of basic electrical, plumbing, and construction practices.

Additional Information

Duties, responsibilities, and activities may change at any time with or without notice.