

Maintenance Technician

Reports to: Chief Engineer

Department: Maintenance

Scope and General Purpose:

To contribute to the efficient operation of the resort by creating a safe and well maintained environment for our guests.

Essential Duties

- To fulfill service orders from guests, in a courteous and timely manner
- Communicate status of maintenance requests
- Perform maintenance including painting, carpentry, electrical and plumbing on resort buildings
- Perform repairs on mechanical, electrical, kitchen and laundry equipment as needed
- Perform preventative maintenance checks
- Maintain a clean, well organized and well stocked work cart
- Maintain and clean the maintenance facilities
- Monitor and ensure employee compliance with key control policies
- Maintain a neat, well-groomed appearance
- To know and follow safety and security practices and emergency procedures

Marginal Duties

- Complete daily logs, requisition orders and inventory as required
- Report guest complaints or problems
- Give information as needed to guests regarding all aspects of the resort
- Other duties as assigned

Position Requirements

- Excellent communication skills in English
- Ability to work both in a team environment as well as independently and with limited supervision
- Some experience with plumbing, electrical, carpentry and painting. Refrigeration/HVAC experience an asset
- Excellent time management skills
- Good organizational skills
- Must be able to work long and flexible hours, including nights, weekends and holidays as needed

Physical Demands

Essential duties require long periods of walking, standing, bending and reaching. Must be able to climb ladders. The employee must have normal vision (corrected) including close and color vision, hearing and verbal communication. Must be able to frequently lift and carry items up to 75 lbs on both level walkways and up and down stairways. Must be able to operate a golf car safely

Environmental Conditions

Duties are performed both indoors and out of doors in the weather, in all four seasons.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned |