



Position: Maintenance Technician

Reports To: Maintenance Supervisor, Director of Facilities

Supervises: No supervisory duties are included in this Position

Essential Functions:

- Swimming pool care and maintenance (CPO certified preferred but not required)
- Maintains and makes general repairs to the plumbing fixtures, electrical system, appliances, ventilation system and building structure of the club.
- Performs various duties involving painting, carpentry, and electrical work.
- Maintains air conditioning, refrigerators, and kitchen equipment.
- Inspects air handler units daily and makes any repairs
- Inspects lighting throughout the club, and makes any necessary changes.
- Performs water test for hardness and checks pressure on all chillers daily.
- Checks all motors in engine room daily.
- Changes filter on air handler units monthly.
- Responds to calls from staff and members for maintenance and other needs.
- Assists in planning for PA system and decorations for parties with Facilities Director or General Manager's approval.
- Diagnoses problems, and replaces or repairs parts, tests and adjusts as needed.
- Uses a variety of hand and power tools and material handling equipment in performing duties.
- Detects faulty operations, defective material, and report those and any unusual situations to proper supervision.
- Wears personal protective equipment (PPE) when operating high power tools
- Follows Lock Out Tag Out Procedures
- Complies with safety regulations and maintains clean and orderly work areas.
- Performs all work-related duties as assigned by supervisor or manager on duty.

Interaction:

Occasional Interaction with vendors

Additional Responsibilities:

Occasional driving to purchase parts and items needed for maintenance and other general departments

Working Conditions:

Occasionally subject to hot and cold temperatures and inclement weather conditions

Special Requirements:

- Must possess an outgoing personality
- Must possess honesty and integrity
- Must always be courteous and tactful
- Must treat others with kindness and respect
- Ability to effectively communicate in a professional manner to employees and managers.
- Wear physical protective equipment when required
- Wear hard leather work boots

- Appear for work on time
- Interact well with coworkers
- Understand and follow posted rules and procedures
- Follow directions from a supervisor

Physical Functions:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee is occasionally required to stand, walk, climb stairs, climb ladders, balance stoop, kneel, crouch, crawl and/or sit up to eight hours per day.
- Use hands to finger, handle, or feel objects, tools and/or controls.
- Reach with hands and arms.
- Hearing and talking sufficiently to communicate with members, guests, vendors, and staff.
- Specific vision abilities include close vision, vision sufficient to read, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to push, pull or lift to 75 lbs.
- Frequent lifting 20 to 30-pound objects
- Independent mobility through clubhouse.
- Must read, write, and speak English