



Job Description

Department: Maintenance

Job Title: Maintenance Technician

Reports To: Maintenance Manager

Position Overview:

Responsible for maintaining all areas of the resort and Oregon Garden in an "as new" condition. Ensures the confidentiality and security of all guest rooms and suites. Be familiar with all hotel services to respond to guest inquiries accurately. Maintain complete knowledge of and comply with departmental policies, services, procedures and standards. Use correct chemicals and equipment for designated surfaces and tasks, according to OSHA regulations and hotel requirements.

Essential Functions:

- Perform preventive maintenance in all guest rooms, public areas and Garden as assigned by Maintenance Manager
- Follow-up and complete work orders
- Perform routine maintenance around the resort, pavilion, and Garden, including plumbing, electrical, painting, HVAC, carpet cleaning and pool cleaning/maintenance
- Maintain and clean the pavilion area, and other areas as assigned by Maintenance Supervisor
- Work with banquet department to ensure a quality experience for event guests

Knowledge, Skills and Experience:

- Must have a High School Degree or GED
- Be able to work with chemicals and heavy equipment
- Knowledge of plumbing, electrical, painting, HVAC and carpet cleaning
- Excellent guest service skills
- Must present a well-groomed appearance
- Must perform duties with a sense of urgency
- Must be able to move 50 pounds

- Able to work flexible shifts, including evenings, weekends and holidays
- Good English language communication skills

Learning Development Demands

Reasoning- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Mathematical- Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like decimal fractions. Perform arithmetic operations involving monetary units.

Reading- Read a variety of materials such as magazines, books, Internet information, and safety rules.

Speaking- Speak to guests with poise, voice control, and confidence, using correct English grammar and well-modulated voice.

Writing- Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Physical Job Description:

Typical Working Conditions:

Indoor and outdoor. Frequent physical tasks as outlined below. Use of chemicals and heavy equipment. Loud noises. Work with electrical, plumbing and other mechanical devices.

Typical Equipment Used:

Maintenance tools, such as hammer, paint brush, wrench, etc. Pool cleaning equipment and chemicals. Filing cabinet, telephone, computer, fax and photocopy machine.

Essential Physical Tasks

Specialized Demands:

Frequently (34%-66% of the time)

Occasionally (1%-33% if of the time)

Rarely (less than 1 hour per week)

Lifting

Fewer than 10 pounds **frequently**, 11-50 pounds
frequently, and 51+ **occasionally**

Pushing/Pulling

10-20 pounds, **frequently**

21-100 pounds, **frequently**

Driving

Manual transmission **n/a**

Automatic transmission **rarely**

Golf Cart **frequently**

Twisting/Turing

Reaching over shoulder, **frequently**

Reaching over head and reaching outward **frequently**,

Squatting, kneeling, crawling, climbing **frequently**

Walking on normal, uneven or slippery surfaces

frequently

Acknowledgment

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "at-will" and may be terminated at any time by the employee or the employer with or without cause or notice.

Signature of Employee

Date