



## Position Description

**POSITION TITLE:** Maintenance Technician  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Maintenance Manager  
**SUPERVISES:** N/A  
**FLSA STATUS:** Non-Exempt, Represented

### BASIC FUNCTION

Under general supervision, perform a variety of maintenance duties to provide the highest level of safe, secure and well-maintained fixtures and lodging units at Wapato Point Resort.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Report to work on time on all scheduled days with a neat and clean appearance.
3. Process and complete maintenance requests from owners and guests; assist guests when requested. If possible, repair item; if not, report to Supervisor for replacement or for repair by outside contractor.
4. Verify and provide maintenance of items on the routine checklist for condominium units.
5. Deliver and replace light bulbs, change batteries in TV remote controls.
6. Maintain and clean furnace and A/C units, including filter replacement.
7. Repair/maintain drapery rods, runners and replace hooks.
8. Repair/replace window and sliding glass door screens; repair and/or replace window blinds/curtains.
9. Repair/replace fireplace screens, towel bars and shower rods.
10. Replace smoke alarm batteries according to schedule.
11. Make keys; replace locksets.
12. Repair/replace and maintenance exterior lighting.
13. Maintain all company tools and vehicles in good working order. Perform minor repairs as needed.
14. Move furniture and appliances, including load and unload.
15. Writing requests for inventory items.
16. Assist Safety Services as needed.

### OTHER DUTIES AND RESPONSIBILITIES

1. Minor repair on appliances including replacement of ice makers.
2. Minor plumbing repairs including repair or replacement of toilets, sinks, faucets, and hot water tanks.

3. Replace electrical switches, outlets and light fixtures.
4. Repair/replace door handles, cabinet hardware and hinges
5. Maintain pools and hot tubs.
6. Minor roof leak repairs.
7. Snow removal.
8. Minor carpentry.
9. Assist with minor building repairs and maintenance including tape & texture, drywall repair, patching and interior and exterior paint touch-up.
10. Wallpaper removal.
11. Minor tile repair and replacement.
12. Weekly inspection, cleaning, and routine maintenance of sewer lift stations.
13. Daily inspection and maintenance of recreation equipment.
14. During winter, make sure all buildings are winterized and continue monitoring the heat.
15. Maintain orderly shop area.
16. Perform other duties as required.

#### **EDUCATION AND EXPERIENCE**

Any combination of education, training and experience that demonstrates the ability to perform the duties of the job.

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

1. Basic knowledge of electrical, carpentry, sheetrock repair, painting, plumbing and mechanical repairs.
2. Ability to respond to owners, guests and co-workers in a considerate and polite manner.
3. Knowledge of basic building maintenance techniques.
4. Knowledge of occupational hazards and of basic safety procedures and precautions.
5. Skill in operating small hand/power tools and equipment.
6. Ability to perform moderately strenuous physical activity.
7. Ability to work as a member of a crew.
8. Follow written and verbal instructions.
9. Communicate effectively verbally and in writing.

#### **EXTERNAL CONTACTS**

Owners/guests, contractors and vendors.

#### **OTHER REQUIREMENTS**

Must possess a valid Washington State Driver's License. Perform additional duties as required.

**WAPATO POINT MANAGEMENT COMPANY  
PHYSICAL/MENTAL REQUIREMENTS**

**POSITION TITLE:** Maintenance Technician  
**DEPARTMENT:** Maintenance

**PHYSICAL/MENTAL REQUIREMENTS (items checked are required):**

Ability to push/lift 5 – 10 lbs.	<input type="checkbox"/>	<b>FUNCTION:</b>	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>
Ability to push/lift 11 – 20 lbs.	<input type="checkbox"/>	Talk		X		
Ability to push/lift over 21lbs.	<input checked="" type="checkbox"/>	Hear	X			
		Stoop		X		
Ability to read, write and speak English.	<input checked="" type="checkbox"/>	Crouch		X		
Ability to follow verbal and written instruction.	<input checked="" type="checkbox"/>	Finger Handle		X		
Ability to adjust vision to see near and distance.	<input checked="" type="checkbox"/>	Feel		X		
		Walk		X		
		Sit			X	
Work independently.	<input type="checkbox"/>	Stand		X		
Requires moderate supervision	<input checked="" type="checkbox"/>	Reach with Arms/Hands		X		
Constant supervision required	<input type="checkbox"/>	Perform work from a ladder			X	
Ability to interact with others	<input checked="" type="checkbox"/>	Climb ladder			X	
		Climb stairs		X		
		Bend		X		
		Squat			X	
		Kneel		X		
		Crawl		X		
		Lift/Carry			X	
		Push/Pull			X	
		Smell				X

**Constantly** C  
**Frequently** F  
**Occasionally** O  
**Seldom** S

**WORKING CONDITIONS:** External weather conditions may include sun, wind, rain, snow, sleet and extreme high/low temperatures, depending upon the season. Work may take place in hazardous areas, around heavy equipment or potentially dangerous tools; work may be exposed to moving mechanical parts or other machinery, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**OFFICE EQUIPMENT USE:**

*Please check all that apply.*

Computer	<input checked="" type="checkbox"/>	Proficiency in MS Word	<input type="checkbox"/>
Calculator/10-Key	<input type="checkbox"/>	Proficiency in MS Excel	<input type="checkbox"/>
Copier	<input checked="" type="checkbox"/>	Proficiency in MS Outlook	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	Proficiency in MS PowerPoint	<input type="checkbox"/>