



Position Description

POSITION TITLE: Maintenance Technician
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
SUPERVISES: N/A
FLSA STATUS: Non-Exempt, represented by Union.

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 logs from owners and guests; assist guests when requested. If possible, repair the item; if not, report to Supervisor for replacement or repair by an outside contractor.
4. Verify and provide maintenance of items on the routine checklist for condominium units.
5. Deliver and replace light bulbs and change the batteries in the TV remote controls, program remote controls, replace cords and reset Wi-Fi devices.
6. Maintain and clean furnace and A/C units, including filter replacement.
7. Repair/maintain drapery curtain rods, and runners and replace hooks.
8. Repair/replace the window and sliding glass door screens; repair and/or replace window blinds/curtains.
9. Repair/replace fireplace screens, towel bars, and shower rods.
10. Smoke alarm replacement and replacing batteries, CO2 alarm and battery replacements, Water alarm, and battery replacement.
11. Replace door locksets.
12. Repair/replace of exterior lighting including in-ground Pagoda lights and wire.
13. Maintain all company tools and vehicles in good working order. Perform minor repairs as needed.
14. Writing requests for inventory items, keeping log sheets and timecards, and completing daily paperwork.
15. Responsible for inventory control in the Maintenance shop and maintaining inventory check-out sheets for associations.
16. Move furniture and appliances, including loading and unloading.
17. Maintaining/Cleaning/Inspecting personally assigned company vehicles on a monthly basis.
18. Assist Safety Services as needed.



OTHER DUTIES AND RESPONSIBILITIES

1. Minor repair on appliances including replacement of ice makers and garbage disposals.
2. Minor plumbing repairs including repair or replacement of toilets, sinks, faucets, and hot water tanks, underground unit pipe/conduit repairs, and weekly sewer lift stations inspection and routine maintenance.
3. Replace electrical switches, outlets, and light fixtures.
4. Repair/replace door handles, cabinet hardware, and hinges.
5. Maintenance of pools and hot tubs, repair and replacement of pumps, motors and valves. ~~and code brown.~~
6. Minor roof leak repairs, cleaning of gutters and adding moss preventative.
7. Coordinate and assist with snow removal and deicing efforts. This may include snow plowing, operating a snow blower, general removal, and spreading deicer on walkways and stairs.
8. Minor carpentry including repair and replacement of wood and vinyl base.
9. Assist with minor building repairs and maintenance including tape and texture, drywall repair, patching, and interior and exterior paint touch-up.
10. Minor tile repair and replacement.
11. During winter, winterize all buildings and continue monitoring the heat.
12. Maintain an orderly shop area.
13. Perform other duties as required and assist any department when needed.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that demonstrates the ability to perform the duties of the job. 1-2 years of minimum experience required. HVAC certification desired.

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 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.
10. Ability to conduct or coordinate skills training in all aspects of maintenance tasks.



EXTERNAL CONTACTS

Owners/guests, contractors, and vendors.

OTHER REQUIREMENTS

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

I have received a copy of the Maintenance Technician job description. I understand it is my responsibility to read and understand the contents of this document.

Employee Name (Printed)

Employee Signature

Date

**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.
- Ability to push/lift 11 – 20 lbs.
- Ability to push/lift over 21lbs.

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

FUNCTION:

- Talk
- Hear
- Stoop
- Crouch
- Finger
- Handle
- Feel
- Walk
- Sit
- Stand
- Reach with Arms/Hands
- Perform work from a ladder
- Climb ladder
- Climb stairs
- Bend
- Squat

- Ability to read, write and speak English.
- Ability to follow verbal and written instruction.
- Ability to adjust vision to see near and distance.

<input checked="" type="checkbox"/>
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- Work independently.
- Requires moderate supervision
- Constant supervision required
- Ability to interact with others

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C	F	O	S
	X		
X			
	X		
	X		
	X		
	X		
		X	
	X		
	X		
		X	
	X		
	X		
		X	



Constantly	C	Kneel
Frequently	F	Crawl
Occasionally	O	Lift/Carry
Seldom	S	Push/Pull
		Smell

	X		
	X		
		X	
		X	
			X

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
- Calculator/10-Key
- Copier
- Fax Machine

X
X

- Proficiency in MS Word
- Proficiency in MS Excel
- Proficiency in MS Outlook
- Proficiency in MS PowerPoint
