



TALISKER CLUB
A PRIVATE WONDERLAND

POSITION DESCRIPTION: Facilities Maintenance Technician

STATUS: Full Time – Year Round

FLSA: Hourly \$19 to \$25 DOE

REPORTS TO: Facilities Director

PURPOSE OF JOB:

The Maintenance Technician will be responsible for executing maintenance requests by diagnosing problems and making repairs and will ensure that that service requests are completed in a timely and safe manner. In addition, ensure that a high standard of appearance and quality is achieved and maintained on all exterior and interior surfaces of all buildings.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Develop and perform advanced preventive and maintenance tasks and procedures.
2. Maintain, calibrate, inspect, adjust, troubleshoot, install, operate monitors, and repair electrical, plumbing, fire safety, pool & spa equipment, mechanical systems including heating and ventilation systems, inspections and preventive maintenance and related work as required for all sites.
3. Inspect facilities on a regular basis, using a standard checklist. Inspections include but are not limited to; lights, appliances, plumbing, interior building structure (doors, windows, walls, and floors), heating and ventilation systems, smoke and fire alarm systems.
4. Develop and implement daily work request system along with administering contracts for the provision of parts and supply inventory control system.
5. Respond to emergencies on a 24-hour basis as needed.
6. Provide leadership and job coordination on critical repairs or projects.
7. Accurately follow lock-out-tag-out procedures on equipment prior to maintenance activities.
8. Maintain logs, manuals, records, prints, inspection checklist reports and procedures.
9. Assist in review of spare parts inventory to minimize equipment downtime, purchase spare parts when needed.
10. Prepare estimates of cost for repairs.



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11. Assist with assuring that the maintenance technicians are following through with Professional Appearance Guidelines.
12. Provide superior service to our customers (internal and external) at all times. Follow our Etiquette Guidelines while interacting with the guests and respond to all guests in a courteous, efficient manner.
13. Perform other duties as assigned.

PERSONAL ATTRIBUTES:

1. High level of honesty and integrity.
2. Ability to handle and manage confidential information.
3. Ability to maintain a professional appearance.
4. Ability to follow established policies and procedures. Must be supportive of core values.
5. Must be organized and have good follow through skills.
6. Must work well in a fast paced, high pressure environment.
 7. Must be flexible with and be available to work weekends, evenings and holiday.

KNOWLEDGE AND SKILLS:

1. 3-4 years of relevant work experience and/or trades training, or a combination of education and experience from which comparable knowledge and skills are required.
2. High School diploma
3. Good basic knowledge and skills in the building/construction trades, including carpentry, plumbing, electrical work, painting/construction trades, including carpentry, plumbing, electrical work, painting/wallpapering, smoke/fire alarm systems, heating and ventilation systems, etc.
4. Ability to deal with guests in a courteous and efficient manner.
5. Ability to use general office equipment.
6. Ability to perform all job duties.



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CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Valid Driver's License.
2. Acceptable motor vehicle record as determined by the Company's auto insurance provider.
3. Must attain CPO License within 3 months of hire.
4. HVAC Licensing preferred but not required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

1. Working conditions are performed in both interior and exterior surroundings.

Physical strength demands may require lifting, carrying, pulling or pushing object weighing up to 50 lbs.