

## **Little River Inn Position Description**

**Position Title:** Maintenance Person

**Department:** Maintenance

**FLSA Status:** Non-Exempt

**Reports to:** Maintenance Manager

**Revised:** 2/1/21

**Position Summary:** Performs trouble shooting, maintenance and repair on Inn buildings and equipment including water, electrical, communications, and HVAC and sewage systems. May do light construction. Provides preventive maintenance per assigned schedules and assistance to other departments.

### **Principle Job Duties:**

1. Performs assigned daily, monthly and seasonal preventive maintenance on Inn facilities, rooms, and equipment. Maintains records of preventative maintenance.
2. Maintains outdoor lighting system.
3. Repairs facilities and equipment to assure safety of guests, availability of rooms and appearance.
4. Periodically inspect buildings to make sure they meet health, safety, and fire codes.
5. Inspects and services water and fuel systems plus emergency power equipment.
6. Maintain maps of various inn infrastructure systems including gas, water, septic lines.
7. Work closely with housekeeping and front desk to respond promptly to requests for maintenance services.
8. Perform other duties as assigned
9. Operate inn equipment and vehicles

### **Qualifications and skill requirements:**

1. Three to five years of general facility maintenance including repair, preventive maintenance and problem-solving experience.
2. Working knowledge of electrical, plumbing, construction, HVAC, and other building codes and practices.
3. Ability to work independently and meet schedule requirements.
4. Able to accomplish multiple tasks within a tight schedule.
5. Strong mechanical and problem-solving skills.
6. Excellent customer and communication skills.
7. Valid California Drivers License and acceptable driving record.
8. Basic computer skills
9. Ability to read and understand technical instructions as well as perform arithmetic computations

### **Physical Requirements:**

See attached

## PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Maintenance Worker		Hrs. Worked Per Shift 8 hrs		Hrs Worked per Week 40 hrs				
Description of duties: Performs a variety of maintenance and construction work. Engages in strenuous physical labor for extended periods. See Job Description								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting		X						
Walking			X					
Bending at waist		X						
Squatting		X						
Climbing		X						
Kneeling		X						
Crawling		X						
Twisting at Waist		X						
Hand use grasping			X					
Reaching above shoulder		X						
Pushing/Pulling		X						
	<b>Lifting Requirements</b>			<b>Carrying Requirements</b>				
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs				X			X	
11-25 lbs			X				X	
26-50 lbs		X				X		
51 –75 lbs		X				X		
75-100 lbs	X				X			
<b>Environmental Factors</b>								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		Inn vehicles and equipment				
Walking on uneven ground		X		Property is on a slope				
Climbing Stairs		X		Multiple level units				
Exposure to excessive noise		X		Occasionally, ear plugs required				
Exposure to Temp extremes		X		Working in outdoor elements at times				
Exposure to dust, gas, chemicals, or substances		X		Occasionally, protective equipment required				
Use of Special protective equipment		X		Ear Plugs, gloves, respiratory masks, eye protection				
Comments: May work around gas and high voltage electrical services and equipment. Must be able to work in tight areas.  I am able to perform this job ___ without accommodation ____ with accommodation*  *Describe accommodation _____  Employee Signature _____ Date _____								