

THE GROVE CLUB
JOB DESCRIPTION

Job Title: Maintenance Technician
Reports To: Director of Facilities

Department: Facilities Maintenance
Position: Full Time

General Summary of Duties

We are currently in search of a talented and reliable individual to join our Facilities team. This individual will be a self-starter with in-depth knowledge of maintenance procedures. Performing ongoing facilities maintenance, completing repairs in a timely manner, a basic understanding of commercial HVAC/appliances and preserving the excellent condition of our buildings are some duties required to excel at this position.

Typical Physical/Mental Demands

Requires mobility and prolonged standing. Bending and reaching a height of eight feet. Transporting, pushing, pulling, and maneuvering items weighing up to seventy-five (75) pounds. Ability to solve problems on the fly ranging from basic plumbing, electrical, drainage, HVAC and/or mechanical. Individual will also have exceptional organizational skills, be outgoing, have a positive attitude and high attention to detail.

Examples of Duties (including but not limited to the following)

- Performing routine maintenance around the buildings such as fixing structural damage, painting, staining and carpentry. Window, door and wall repair. Certain CapEx projects will be managed and performed internally also.
- Inspecting buildings, equipment and systems to identify any existing and/or potential issues.
- Conducting periodic quality checks on equipment and systems to ensure everything is up to standard.
- Installation of directional signage, mailboxes and address posts.
- Applying preventative measures to the buildings to reduce the risk of future problems, safety hazards, etc.

Required Qualifications

- High school diploma or equivalent.
- Physically capable and available to work overtime including weekends, public holidays and evenings.
- Effective problem-solving abilities.
- Excellent communication skills.
- Must be well organized and have the ability to prioritize tasks.
- Ability to always present oneself in a professional, respectful manner.

This job description is not intended to cover or contain a comprehensive listing of all activities, duties or responsibilities that may be required.