\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB TITLE:** **Maintenance Technician**

**Department:**Maintenance **Reports To:** Maintenance Manager

**Positions Supervised:**None  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB COMPENSATION:**Based on experience, job performance, and ability to accept additional responsibility. Enrollment in the company’s health insurance plan is available beginning the month after completing two months of full-time employment. 401(k) participation is available after 1 year of full time employment. Employee is eligible to use PTO after 6 months of full time employment. The amenities of Fripp Island Resort can be made available upon supervisor approval and include discounts on golf, tennis, lodging, excursions, marina, restaurants, and activity center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB SUMMARY:** The maintenance technicians ensure that our vacation rental guest homes and amenity properties are maintained for preventative maintenance as well as maintenance as the need arises. Reliable transportation, and phone a must. Position is full time, year around and includes weekends. Employment is contingent upon a background check, including MVR and pre-employment drug screening.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB DUTIES:**

* Complete work orders as issued
* Perform preventative maintenance as assigned
* Adapt to regularly changing priorities and have the ability to appropriately prioritize
* Performs other duties as assigned.

**SKILLS:**

* Light electrical
* Light plumbing
* Carpentry
* Good communication
* Ability to make decisions and solve problems
* Organizing, planning and priority work

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHYSICAL REQUIREMENTS:**Must be able to go up and down numerous steps. Must be able to lift 40 pounds. Requires bending, pushing, stooping and lifting objects frequently.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPECTATIONS**

* Must have valid driver’s license and be able to provide a vehicle for job use.
* Must have phone
* Dependability
* Cooperative attitude
* Self control
* Integrity
* Initiative
* Must have good communication and excellent organizational and time management skills

**KNOWLEDGE**

* General understanding of maintenance to include electrical, plumbing and carpentry
* Maintenance-general understanding of simple maintenance, like light bulbs and battery replacement