

The Club at New Seabury

Maintenance Technician



Position Overview

Maintain clubhouse facility and equipment. Painting and door and window maintenance; roof and ceiling maintenance.

Essential Duties & Responsibilities

- Maintains and makes general repairs to the plumbing fixtures, furniture, woodwork, electrical systems, appliances, elevators, ventilation systems and building structures of the club.
- Maintains the air conditioning, refrigerators, ice makers and pool pumps.
- Supervises the filtration and chlorination of swimming pool, tests swimming pool water; and maintains daily log of water test results for local health department inspections.
- Performs routine preventive maintenance (PM) required by club's PM procedures.
- Installs tile, drywall; makes grouting repairs, patches walls and paves brick.
- Repairs small motors.
- Attends departmental staff meetings.
- Completes other appropriate assignments made by the Facilities Manager.

Knowledge, Skills, & Abilities

- Basic knowledge of trades to understand repair problems and make minor repairs on outlets, lamps and plumbing fixtures.
- General knowledge of power tools.
- Wood floor maintenance and installation of floor tiles.
- Window glass replacement.
- Lock repair and replacement.
- Knowledge of and ability to perform required role during emergency situations.
- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.

Credentials & Experience

- High School diploma or GED required.
- Post-secondary vocational/ technical training in electrical engineering, HVAC or refrigeration desirable.
- One-year maintenance experience in an institutional or business setting.