



Massanetta Springs

TITLE: Maintenance Technician

REPORTS TO: Interim Operations Manager

STATUS: Full Time / Non Exempt

REVISION DATE: March 2021

BASIC FUNCTION: Help Massanetta Springs fulfill its mission by facilitating and fulfilling applicable Massanetta Springs' maintenance needs and assisting in grounds duties.

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Director of Maintenance in the following ways (not limited to):
 - a. Perform electrical repairs
 - b. Perform plumbing repairs
 - c. Carpentry repairs and/or construction as directed
 - d. Assist with interior or exterior painting
 - e. Perform routine and preventive maintenance on the swimming pool and pumps
 - f. Make repairs to screens and windows
2. Strive for safety in all areas; report perceived risks to Director of Maintenance
3. Assist with grounds upkeep along with the Groundskeeper:
 - a. Mowing
 - b. Pruning trees
 - c. Leaf clearance
 - d. Picking up outdoor debris / trash
 - e. Weed-eating
4. Work with other departments as needed
5. Interact with guests and staff to present Massanetta Springs Camp and Conference Center in a positive and hospitable way at all times.
6. Perform other tasks that would add to the continued success of Massanetta Springs. What does this mean? Very vague.
7. Other duties as assigned

REQUIRED SKILLS AND QUALIFICATIONS:

- Education: Minimum of high school diploma (or equivalent)
- Experience: Experience in Maintenance areas (electrical, plumbing, carpentry, etc.)
- Skills & Qualities: Familiarity with all types of power tools; detail oriented; self-motivated; able to lift 75 pounds or more; ability to work well with others.
- Work Schedule: Part Time – flexible schedule which will include some weekend work and occasional evenings.
- Required License: Current, clear license to operate a vehicle.
- Background Check: Must pass a criminal background check and understand and agree to Massanetta Springs’ Protection of Minors Policy

The above position description has been reviewed and its content is believed to be complete and accurate. Massanetta Springs, Inc., as an employer, retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. This description is intended to describe the general nature and level of work being performed by people assigned to this job. This should not be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job incumbents. Further, the description is not intended to limit or in any way modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision.

Employee

Date

Supervisor

Date

Reviewed by Executive Director

Date