



JOB DESCRIPTION

Job Title: Maintenance Technician I
Department: Facilities: Maintenance
Reports To: Director of Facilities
Hourly/Salaried: Hourly Non-exempt
Pay: \$20.00 – 23.50 per hour

OVERVIEW:

Under limited supervision and direction, the Maintenance Technician I is responsible for carrying out the general day to day maintenance tasks as assigned by his direct supervisor.

ESSENTIAL FUNCTIONS:

- Attention to detail, customer focus, integrity, honesty, and teamwork are all required.
- Performing repair or general maintenance work of facilities, buildings, grounds, and equipment at various sites including minor electrical, carpentry, plumbing, masonry, drywall, painting, etc.
- Able to diagnose plumbing issues to repair leaks, clogged lines, drains, and maintain septic systems.
- Able to diagnose electrical issues to repair wiring, outlets, lights, circuit breakers, and simple repair of appliances.
- Inspections of boilers and related infrastructures.
- Performing minor repairs, troubleshooting, and adjustment of locks on cabinets, locks, closets, desks.
- Minor door and hardware repairs, changing filters on ventilating, heating, and air conditioning units.
- Servicing kitchen, appliances, and emergency equipment, reporting mechanical malfunctions as required for action.
- Perform home inspections as required.
- May require minor IT work: cable management, keyboard/mouse/monitor replacement etc.
- Moving and assisting in transportation of furniture and equipment.
- Activating and deactivating building alarms and responding to alarm calls after and during regular work hours.
- May operate a computer which controls and monitors mechanical equipment and utility systems.
- Completes daily, weekly, and monthly checklists as required.



- Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.
- Follow all company safety and security procedures.
- Report any maintenance issues or safety hazards.
- Observe and report property damage of Glacier members.
- Understand and comply with all Glacier Club rules and regulations.
- Promote a positive image of Glacier to all customers.
- Other duties as assigned by Management.

PHYSICAL REQUIREMENTS (ALSO AN ESSENTIAL FUNCTION):

- Must be able to perform tasks that require stooping, bending, squatting, kneeling, climbing stairs, climbing ladders, walking indoors, working at heights, lifting up to 50 lbs., carrying up to 50 lbs., reaching above the shoulder, reaching at shoulder level, and reaching below the shoulder.
- May be required to operate a passenger vehicle; therefore, must be legally licensed to operate a private passenger vehicle and have no DWI/DUI citations within the last 5 years.

EDUCATIONAL, PROFESSIONAL, AND EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent is required.
- A minimum of three to five years related job experience, including a working knowledge of operating power and hand tools, basic knowledge of electrical, HVAC, carpentry, plumbing, masonry, drywall, and painting tasks is required.
- CPO Certification is preferred.
- A background check is required.
- In-depth knowledge of general maintenance processes and methods.
- Applicable knowledge of tools, common appliances, and devices.
- Able to work with Microsoft Applications; excel, word, outlook, etc.
- Problem solving aptitude.
- Able to communicate within a diverse ethnic workforce effectively and pleasantly.
- Able to read, write, and speak in the English language with sufficient fluency to be able to follow oral instructions, read directions on equipment operations.