

Job Title: Assistant Maintenance Supervisor

Department: Maintenance

Reports to: Maintenance Supervisor

Key Areas of Responsibility:

- Supports the Maintenance Supervisor and Facilities Manager by providing leadership in the daily operations of the maintenance department and assists with the coordination and supervision of the upkeep, maintenance, and repair functions for the resort.
- Prioritizes work assignments and coordinates work schedules. Adjust schedules as needed to meet business demands.
- Handles daily repairs and maintenance of resort buildings. Ensures all amenities are clean and in good working order.
- Visually inspects rooms and public areas to ensure that work orders are properly completed.
- Performs routine maintenance throughout the property including repairs and/or replacements of room furniture, fixtures, or equipment.
- Resolves work orders in a timely manner.
- Performs all levels of carpentry work including interior and exterior structural repair.
- Ensures the work area is free from recognized hazards and maintains safe working conditions.
- Performs duties in accordance with company safety and security policies and procedures, as well as, in accordance with posted OSHA and Hazmat regulations.
- Maintains organization of the maintenance shop.
- Communicates with Maintenance Supervisor to ensure that orders are placed for any needed equipment or supplies and maintains proper equipment and supply inventory.
- Ensures that the maintenance staff exhibits the behaviors and skills to provide the highest hospitality standards and guests satisfaction.
- Assists with training of other maintenance staff.
- Assumes additional duties as needed.

Education: High School Diploma or equivalent.

Experience:

- One year of related general repair and previous supervisory experience.
- At least three years of carpentry experience. Experience in general contracting is a plus.
- Must have basic knowledge of painting, plumbing, and general repairs.
- Experience in preservation and repair of historic buildings is a plus.

Training:

- Vocational degree in a related field is a plus.
- Ability to obtain any government required license, permit, or certificate.

Knowledge and Characteristics:

- High degree of mechanical aptitude.
- Skill in the proper and safe use of all tools, equipment, materials, chemicals, and products relating to the department.
- Ability to communicate in the English language, both verbally and written.
- Ability to lift, grasp, and/or carry supplies or equipment weighing up to 75 pounds.
- Ability to climb stairs and ladders, working at heights up to approximately 25 feet.
- Ability to work in confined spaces.
- Ability to maintain professional, courteous working relationships with co-workers and other department managers.
- Must have sound judgement and discretionary skills and work with little or no supervision.
- Valid driver's license and a clean driving record required due to operating company vehicles.

Tools/Equipment Used:

- Hand Tools (Hammers, screw drivers, wrenches, metal and wood saws, etc.)
- Power Tools (Chain saws, drills, rollers, etc.)
- Woodworking and metal tools
- Paint and painting supplies
- Light truck or other vehicles
- Heavy Equipment (tractors, bull dozers, etc.)
- Chemicals and cleaning supplies
- Ladders and scaffolding
- Concrete Tools and supplies

Terms of Employment:

This is a full-time, year-round position. Days will vary but will include some weekend and holiday work. Work will be indoor/outdoor and may involve working in inclement weather conditions from extreme heat to extreme cold temperatures. Pay range starts at \$16 per hour and may be more based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.