

Job Title: Maintenance Worker

Department: Maintenance

Reports to: Maintenance Supervisor/Facilities Manager

Capon Springs and Farms is looking for an experienced maintenance person who is highly motivated and detail oriented to join our team. The ultimate mission of the maintenance team is to ensure our guests' satisfaction by performing routine and preventative maintenance to maintain the physical integrity of the resort. In addition, the maintenance staff ensures daily tasks are completed to provide an exceptional stay for each guest. In this role you will need to interact with guests and co-workers, so excellent customer service skills are a must!

Capon Springs and Farms proudly offers a rich history, steeped in tradition and a commitment to our guests and co-workers. We invite you to learn more about our culture and company at www.caponsprings.net.

Key Areas of Responsibility:

- Performs preventative maintenance and handles basic repairs of facility structures and equipment, using hand and power tools.
- Maintains or repairs specialized equipment or machinery in the kitchen, bakeshop, laundry, spa, or other areas of the resort.
- Paints or repairs roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Performs or assists with repairs to pipes and plumbing fixtures.
- Performs or assists with carpentry work and minor electrical repairs and replacements.
- Assists with the maintenance and repair of heating and domestic hot water systems.
- Performs or assists with interior and exterior structural work.
- Periodically checks maintenance request box at the main office.
- Gathers trash from various buildings and hauls trash to the dumpsters.
- Transports soiled linens to the laundry and delivers clean linens to buildings.
- Stocks wood at fireplace locations, starts and maintains fire in fireplaces.
- Transports food waste buckets to the compost area and spreads and covers as required.
- Collects and transports recyclable materials.
- Stocks coal and removes cinders from the bakeshop oven.
- Other duties as needed to support other departments and overall operations.

Education:

- High School diploma or equivalent preferred.

Experience:

- Experience in a maintenance field is preferred (plumbing, carpentry, electrical).
- Experience in interior and exterior structural maintenance and repair.
- Experience in the maintenance and repair of historic buildings is a plus.

Training:

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

Knowledge and Characteristics:

- High degree of mechanical aptitude.
- Knowledgeable in the safe and proper 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 lbs.
- Ability to climb stairs and ladders, working at heights up to approximately 25 feet.
- Ability to work in confined spaces.
- Valid driver's license and an acceptable driving record due to operating company vehicles.
- Ability to maintain professional, courteous working relationships with co-workers and department managers.

Terms of Employment:

This is a full-time, seasonal position with the potential to become a 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. Starting pay is 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.