



# OWL'S NEST

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## LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

### JOB DESCRIPTION

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**TITLE:** Facilities Maintenance Tech

**REPORTS TO:** Director of Facilities

**DEPARTMENT:** Facilities Maintenance

**FLSA STATUS:** Non-Exempt (Hourly)

### JOB SUMMARY

The Facilities Maintenance Tech performs corrective and preventative maintenance on Owl's Nest building elements and fixtures, responds to general guest requests for service, assists with grounds maintenance, performs general janitorial work, maintains pools, and conducts interior and exterior patrols via foot and golf cart throughout the property to ensure a high-quality guest experience.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs maintenance and repairs as requested to interior and exterior of Owl's Nest owned commercial and residential properties.
- Resolves building service maintenance and repair work through troubleshooting, repairs, or replacements to windows, doors, walls, ceilings, tiles, flooring, fixtures, and appliances. Repairs damaged walls and finishes, prepares existing surfaces for painting, protects surroundings, and applies finishes.
- Maintains and services tools and equipment used in the performance of duties; performs shop clean-up and maintains a safe and clean work area.
- Provides general support through assisting custodial services, grounds, course maintenance, and other staff in accomplishment of work.
- Responsible for overall maintenance and repairs of commercial and residential buildings, pools, as well as cleanliness of the buildings and grounds.
- Provides exceptional customer service to all resort guests and communicates in a pleasant, friendly, and professional manner always.
- Responds to guest requests for assistance with appliances, television/cable, furnishings, etc. Provides photo and other documentation of rental home issues, as necessary.
- Reports all guest accidents and security incidents to the Director of Facilities.
- Additional duties and tasks, as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma, GED, and/or five to seven years of applicable experience in building maintenance trades.
- **The ability to analyze, interpret and solve maintenance concerns is crucial.**
- Working knowledge of electricity, plumbing, carpentry, painting, and refurbishing.
- Working knowledge of applicable building and safety codes and regulations related to facilities, systems, and renovations.

## **LICENSURES / CERTIFICATION REQUIREMENTS**

- Valid Driver's License
- Must hold appropriate license/certification for any specialized work / projects.
- Participation in ongoing training and education.

## **PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

- Flexible schedule. Availability days, nights, weekends, and some holidays required.
- Walking, sitting, and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, stooping, talking, hearing, seeing, and smelling.
- Lifting to 100 lbs. maximum with frequent lifting and/or carrying or transporting of food, objects or equipment weighting up to 75 lbs.
- Exposure to inclement weather including dust, wind, rain, snow.

*I understand that the job description is not a comprehensive list of my job duties and it is up to me, along with the Director of Facilities' guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Director of Facilities so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.*

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Signature

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Printed Name

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Date