

Job Description

Job Title: Maintenance Person	Department: Maintenance
Reports To: Maintenance Director	Status: Non-Exempt

JOB SUMMARY

The Maintenance Person is responsible for maintaining and repairing equipment, building issues, pools, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and repairs equipment
- Responsible for building and pool issues
- Follows schedule/checklist as closely as possible, but stays flexible to variances
- Records on schedule the times tasks are completed
- Cleans, dusts, mops, etc.
- Takes ownership of areas of responsibility
- Responsible for cleaning up areas worked in and equipment used
- Attends department meetings as scheduled
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Creative and inventive in developing ways to make job more efficient
- Must be able to work independently
- Must be punctual, thorough and have a great work ethic

REQUIRED EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Experience in cleaning is helpful