

Job Overview

The Maintenance Engineer is responsible for routine and preventative maintenance for building interiors and exteriors at the resort and provide outstanding customer service to both our guests and owners. The position requires that the person be able to meet the physical demands of the job.

General Responsibilities

- Respond to maintenance needs of Resort buildings and rental units.
- General building maintenance, including interior and exterior.
- Sign maintenance and upkeep.
- Inspect rooms and units
- Replace batteries, light switch plates, light bulbs, furnace filters and foundation covers.
- Clean air intake screen and reset air conditioner.
- Coordinate with contractors for major repairs and maintain storage and inventory for above operations.
- Make sure rooms units are in order and appliances are working properly. Deliver high level of service to owners, guests and employees.
- Strong written and oral communication skills.
- Limited carpentry, electrical, plumbing and HVAC maintenance to include preventative maintenance.
- Must be able to use a computer to record activities, communication and provide billing to various departments.
- Maintain a clean and neat appearance.
- All other duties as may be required.

Job Qualifications

Education:

- High school diploma preferred.

Certifications:

- Oregon Driver's License and proof of insurance

Physical Requirements

- Must be available to work weekends, holidays and evenings hours.
- Computer skills needed for record keeping, communication and billing.
- General knowledge of carpentry, electrical, plumbing and painting.
- Must be able to work independently and without close supervision.
- Requires good written and verbal communication skills.

FLSA Information

Management Activities

- None

Discretion/Independent Judgment

As a Maintenance Engineer you will be expected to work with Associates and visitors to ensure satisfaction. A Maintenance Engineer will have to take initiative and get creative in resolving challenges and involve a manager only when previous methods have been unsuccessful.

ADA Information

Physical Requirements

- Ability to speak and hear
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequent standing with some walking and sitting at times
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to reach, bend, stoop and frequently lift up to 50 pounds and occasionally lift/move 100 pounds.
- Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills

Working Conditions

- May be indoor or outdoor setting
- Varied weather conditions are expected
- Will be using a computer occasionally
- Will work near moving or mechanical parts
- May work on high or precarious places
- Varying schedule to include evenings, holidays and extended hours as business dictates