

POSITION GUIDE

Position Title: Facilities & Structures Maintenance Technician

Reports to: Director of Property Management & Projects

Department: Property Management

Date Prepared: 10/29/2020

GENERAL STATEMENT

Under the supervision of the Director of Property Management & Projects, the Facilities and Structures Maintenance Technician is responsible for the maintenance of all buildings, facilities, structures, playground equipment, fencing, shop space and tools.

DUTIES AND RESPONSIBILITIES

1. Building maintenance – performs all preventative maintenance including painting, cleaning, repairing and renovations; assists with design and fabrication of new construction; painting; conducts routine inspections of all safety equipment including but not limited to smoke detectors, first aid kits, fire extinguishers, and emergency lighting for building egress; routinely inspects heating systems and dryer vents; winterizes buildings if necessary; develops, tracks and implements cyclic maintenance schedule/plan for all buildings that ensures compliance with applicable building codes
2. Structures – monitors, maintains, repairs, and renovates existing structures, ensuring they are in safe working order; assists with design, fabrication, and installation of new construction; develops and implements cyclical maintenance plans for all structures including but not limited to boardwalks, docks, dinghy racks, viewing decks, benches, picnic tables, beach stairs, fences, and bulkheads, acknowledging that all structures are safe and secure
3. Signage – installs and maintains all needed property signage including property logo boxes
4. Fencing – repairs broken or missing rails and posts, installs any new fencing that does not require heavy equipment to complete the task
5. Storm Damage Mitigation – prepares and implements Emergency Preparedness Plan; addresses any storm related damage that falls within this department (structures, buildings, docks, stairs, dinghy racks, boardwalks, playground equipment, etc.)
6. Playground equipment – performs routine monitoring and inspection of all playground equipment and repairs as necessary; develops and implements a cyclical maintenance plan for all playground equipment; certifies that all playground equipment is safe and secure
7. Miacomet Golf Employee Housing – inspects, monitors, performs or delegates responsibility for any maintenance and repairs; ensures all housing is equipped with proper safety equipment including but not limited to smoke detectors, fire extinguishers, properly maintained egress and secondary egress; ensures housing is being properly maintained in an acceptable manner (i.e. cyclical maintenance, proper trash removal, proper winterization, etc.) and in compliance with

applicable building codes

8. Shop space and tools – maintains shop space in a clean, safe and orderly manner; cleans and maintains all tools associated with the department
9. Construction oversight – oversees carpentry-oriented construction projects as assigned by the Director of Property Management and Projects

The Facilities & Structures Maintenance Technician works a minimum of 35 hours per week, with an unpaid lunch hour. The work week is Monday through Friday during normal business hours. Work week and daily hours may vary with time of year/property demands including assisting other property management departments as assigned by Director of Property Management & Projects. Pay scale commensurate with experience.