

Job Title: Maintenance Technician  
Department: Maintenance Department  
Reports To: Maintenance Manager

Summary: To perform routine and extensive reactive and preventative maintenance and on all Kanuga buildings, mechanical equipment, and utility systems.

Duties and Responsibilities:

- Check appropriate maintenance boxes daily for request from guest or staff to be handled, while completing any maintenance issues from the previous day.
- Troubleshoot minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement on all Kanuga buildings.
- Perform preventative building maintenance such as door repair/replace, window repair/replace, inspect door knobs and locks, repair/replace screens, inspect and/or repair interior and exterior siding for potential problems, painting of interior and exterior surfaces.
- Perform routine electrical repairs such as changing light bulbs or fluorescent lighting, replacing ballast, repairing light fixtures, repair/replace bad light switches and outlets.
- Perform routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks(above ground and under),leaking fixtures, repairing drain lines(above ground and under), repair/replace fixtures such as sink and toilets.
- Respond to emergency maintenance request as required.
- Communicate daily with the maintenance manager regarding purchasing of supplies, and materials for projects and contacting the appropriate contractor for maintenance issues that require such.
- Work in all types of weather conditions to complete any maintenance issues that may arise year round including snow removal and spreading of ice melt.
- Keep guest satisfaction high if approached by guest with a maintenance issue. Otherwise inform guest of our maintenance request protocol.
- Employee is responsible for keeping all Kanuga Tools including vehicle clean, organized and in good working order.

Expectations of on call maintenance employees. The employee is required to work a set on call schedule (to be determined by the maintenance manager) throughout the week and weekends and some holidays. During the week the employee will be on call from 4:30pm-8:00am. The weekend requires 4:30pm Friday thru 8:00am Monday. While on call the employee is required to be within 30 minutes of property, and respond to any urgent maintenance issue that is called in to the on call phone which the employee will carry at all times while on call. The weekend schedule requires the checking of all appropriate maintenance boxes and handling any urgent request that need immediate attention, also checking our water and sewer plant, and recording the appropriate data. For any issue that cannot be handled alone or that may need special attention the employee is asked call the maintenance manager. If the manager is not available you are asked to call the property director.