



## Facilities Maintenance Technician Job Description

Canadian Lakes Property Owners Corporation is looking for a positive minded, team player to join our Maintenance Department staff. Interested persons should submit a detailed resume that displays their abilities to perform the responsibilities of this position. Each applicant should also provide a cover letter stating their work objectives and salary expectations.

Resumes can be sent by e-mail to [bhull@clpoc.org](mailto:bhull@clpoc.org) or by mail to 10539 Pierce, Canadian Lakes MI, 49346. Resumes will be accepted until 8/22/21. Selected candidates will be contacted for an interview. **No phone inquiries please.**

### Position Description:

The Facilities Maintenance Technician is responsible for performing routine building and grounds maintenance tasks. Performs maintenance tasks in one or more fields (e.g. carpentry, electrical, heating, ventilation and air conditioning (HVAC), plumbing, etc.). Performs general cleaning and other tasks assigned. This is a fulltime hourly position, with attractive benefits package, reporting to the Superintendent.

### Key Job Responsibilities:

- Paint, remodel, refurbish areas as needed.
- Repair, maintain/monitor all equipment and amenities.
- Clean windows and glass doors.
- Change all filters for HVAC as required.
- Remove or rearrange furniture for events as needed.
- Change light bulbs, interior and exterior as needed.
- Make ready all office and meeting areas as needed.
- Maintain and monitor winter park facilities including tube tow, ice rink and ski/snowshoe trails.
- On call for maintenance emergencies (infrequent occurrence).
- Maintain exterior property including snow removal and tree trimming (from ground).
- Oversee daily trash removal, cleaning exterior entryways, cleaning /disinfecting community surfaces (handrails, water fountains, vending machines, ect.).
- Inspect floating marinas and docks and make repairs as needed.
- Plan and supervise work of seasonal and part time staff as needed.
- Performs other work-related duties as assigned.
- Must be able to work flexible hours (some holidays).

#### Education and Work Experience:

- High school education or equivalent.
- 4 years of working in facilities maintenance or related field.
- Basic understanding of electrical, plumbing, carpentry.
- Ability to work with minimal supervision.
- Must demonstrate strong communication and interpersonal skills. Must be customer service orientated.
- Must be organized, detail orientated, self-motivated and able to multi-task.

#### Physical Requirements/ Environmental Conditions:

- Ability to push /lift 75 pounds.
- Ability to climb ladders.
- Bending at waist, sitting, kneeling, climbing, walking and crouching as job requires.
- Ability to work in both warm and cold conditions as outside weather dictates.
- Working in high noise areas requiring hearing protection.
- Working around lubricants, solvents, batteries, cleaning products, paints.