



TETHEROW

BEND OREGON

POSITION DESCRIPTION

Position	Maintenance Technician
Reports To	Maintenance Manager
Position Purpose	Maintenance Technicians are present to prevent and respond to facility related emergencies in a professional, calculated, service oriented and prepared manner.

Essential Functions

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Assist in maintaining all areas in good repair by performing various tasks related to a variety of trades including but not limited to carpentry, plumbing, electrical, air conditioning, painting, wall covering, and masonry to ensure an attractive, safe and well maintained hotel.
- Takes pride in presenting a professional image; adheres to grooming and personal appearance policy.
- Able to work flexible hours, weekends, holidays and evenings.
- Can effectively cope with change; isn't upset when things are unorganized or confusing; can comfortably handle risk and uncertainty.
- Presents him or herself and the department as concerned and caring about customers, staff and their needs. Responds to others requests and emergencies with professionalism.
- Stays cool under pressure; does not become defensive or irritated; is considered mature and can be counted on to hold things together during emergencies and uncomfortable situations.
- Performs preventive maintenance routines on all building equipment and systems.
- Selects and properly and safely use a wide variety of hand and power tools to complete preventive maintenance tasks.
- Identifies the correct preventive maintenance routine for each piece of equipment or system by reviewing the requirements of the documentation.
- Maintains adequate supply of lubricants, cleaners, and materials to perform all preventive maintenance routines.
- Completely records all maintenance actions and compiles and maintains detailed records and files of all routines and all actions performed on all building equipment.
- Assists with snow & ice removal during cold weather conditions
- Participates in maintaining, public areas, hotel guest rooms and property grounds including trash pick-up.
- Conducts preventative maintenance to prevent breakdowns in hotel accommodations.
- Completes daily rounds, identifying and reporting problems and responds to guests and work orders in a timely manner.
- May be required to complete Certified Training.

Competencies/Experience / Education

- Basic math and computer skills
- Basic knowledge of HVAC, plumbing, electrical, and general carpentry.
- Ability to communicate effectively, verbally and in writing
- Ability to give consistent and phenomenal guest service
- Preferred hotel, hospital, or school maintenance experience or construction experience.
- High school diploma or equivalent.

Physical Requirements

- Must be able to stand and sit for extended periods, often for a minimum of 2 hours at a time.
- Must be able to frequently walk and climb/descend stairs/ladders approximately 50% of the time.
- Must have general dexterity for firm and simple grasping of objects. Some tasks, such as the use of small repair tools, may also require fine dexterity skills.
- Must be able periodically kneel, reach, crawl, and twist torso as needed to accomplish required tasks.
- Must be able to regularly lift and carry up to 50 pounds without assistance and a Maximum of 140 pounds with assistance.
- Must be able to work outside in inclement weather.