

## **House maintenance**

### **Category:**

Administration

### **Job Type:**

Full time\_ Hourly, Reports to General Manager

### **Job description**

The Maintenance Technician conducts preventive and reactive maintenance activities on all Moorpark properties (This includes the main building, member club house, maintenance building and golf course). This position ensures that all maintenance issues are handled promptly and completed in a timely manner, in keeping with our high standards. As well as maintaining and properly documenting purchasing of inventory.

### **Key Responsibilities**

- Perform preventive maintenance and repairs in the areas of HVAC, electrical, plumbing, exterior structural, safety and appliances.
- Assist in maintaining the property (e.g. power washing carpets and event chairs, painting walls and sidewalks etc)
- Purchase maintenance supplies as needed for the property within budget.
- Schedule and monitor outside contractors.
- Record and maintain a maintenance log
- Find ways to provide the company with efficient energy saving methods.
- Assist and train Dept. Heads with any fixing needs.
- Keeping the area up on safety codes.
- Work on special projects as assigned in a timely fashion with correct price comparisons.

### **Skills/Qualifications**

- Upbeat and welcoming personality
- Good written and verbal communication skills
- Detail oriented with the ability to multitask throughout the day
- Professionalism in both appearance and fulfilling work duties
- Honesty, Integrity, passion and stress management required
- Driving license and automobile insurance required.
- Ability to work on regular and consistent basis
- Ability to work Weekends and Holidays.
- Must be reachable via phone.
- Must be available to work on-call after hours.
- May require certifications. (EPA Type 1 and 2, HVAC etc.)

