



Employee Requisition Form

Position to Be Filled: Maint./Eng. Technician I

Purpose: Responsible for performing semi-skilled and skilled maintenance and repair work on buildings, facility, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute to the positive image of the Tachi Palace by maintaining buildings and facilities as directed.
• Under supervision, contribute to timely and quality completion of minor to general maintenance projects by repairing or assisting in the repair of all restrooms, kitchens, pools, grounds, furniture, and Hotel rooms.
• Contribute to excellent customer service by responding to internal service requests in a timely manner.
• Provide for personal safety and that of others by following all safety rules and regulations.
• Perform duties within time standards set by management.
• Contribute to an accurate accounting of department costs and inventory by maintaining usage records for all supplies and materials, reporting to the supervisor as required.
• Under supervision performs a variety of facilities work.
• Complete all necessary paperwork in a timely manner.
• Performs general repairs to the premises and building fixtures.
• Performs office moves and furniture reconfigurations.
• Delivers and assembles office furniture and/or workstations.
• Performs light demolition of walls and/or flooring in preparation of repair and/or remodeling.
• Replaces light bulbs, ballasts, and fixtures, as necessary.
• Some ladder or scaffolding work required.
• Must be able to work in high places as necessary, i.e., rooftops, exterior or interior of buildings, climb ladders, etc.
• Comply with all departmental policies, procedures, and directives.
• Minimum of 1 year of maintenance experience; some technical training preferred.
• Practical use of street sweeper, lawn equipment, basic hand tools.
• Any other duties as assigned.

Reports To: Maint./Eng. Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Full time
Filling Deadline: Open Until Filled

