



Employee Requisition Form

Position to Be Filled: Maint./Eng. Tech II

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under little supervision contribute to timely and quality completion of projects by repairing or leading the repair of all restrooms, kitchens, pools, furniture, landscaping, and hotel room maintenance.
• Performs carpentry and trim and finish work; frame walls, doors, and windows; build or remodel offices; replace doors and windows; install shelving, and furniture; hang, tape, and texture drywall.
• Perform painting work; prepare and paint or stain interiors, exteriors, and furniture of various materials.
• Performs a variety of facility work.
• With little supervision performs general repair work on buildings.
• Performs general custodial duties as required.
• 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.
• Complete all necessary paperwork in a timely manner.
• Must be able to work in high places as necessary, rooftops, ladders, and scaffolding.
• Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• Ability to read and interpret blueprints and schematics.
• Knowledge of construction and building maintenance.
• Knowledge of occupational hazards and safety procedures.
• Must be able to distinguish between colors.
• Must have a valid California driver's license.
• Must be proficient in the use of hand tools.
• Must be professional, polite, and respectful towards all guests (internal and external).
• Must be able to work with minimum supervision and have good initiative to stay productive.

Reports To: Maint/Eng Supervisor
Approximate Hours: Full Time
Filling Deadline: Open Until Filled

