



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>Position Title</u> Facilities Maintenance Technician	<u>Department</u> Maintenance	
<u>Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM	<u>Manager/Supervisor:</u> General Manager	<u>Status:</u> Non-Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** Under the supervision of the General Manager, the Facilities Maintenance Technician is responsible for the maintenance and repair of all aspects of the property and facilities.
2. **MINIMUM QUALIFICATIONS:** High School Graduate or GED certification. Previous experience in restaurant maintenance operations preferred, but not required. Previous experience in general construction, building facilities and landscape grounds maintenance required. Must possess a valid Class D driver's license upon date of hire and maintain validity throughout employment at Santa Ana Golf Club, Inc.
3. **KNOWLEDGE REQUIRED:**
 - Methods and materials used regarding construction and grounds maintenance.
 - Mechanical repairs to all aspects of facilities maintenance.
4. **ABLITIES/SKILLS REQUIRED:**
 - Ability to create and utilize tracking system for regular maintenance of all facilities.
 - Knowledge of and ability to operate power and hand tools in a safe and proper manner.
 - Ability to communicate proficiently with all employees and guests using clear and professional language.
 - Ability to be self-motivated and maintain a high level of self-initiative.
 - Ability to maintain physical stamina and able to lift, carry, push, pull, and place objects up to 50 pounds without assistance and up to 100 pounds with assistance.
 - Ability to multi-task.

5. DUTIES AND RESPONSIBILITIES:

- Oversee all aspects of building maintenance, including evaporative coolers, air-conditioning, ovens, plumbing, and small equipment repair.
- Provide emergency/unscheduled repairs for facilities and perform and track scheduled maintenance repairs.
- General landscaping and irrigation repairs as needed.
- Conduct grounds maintenance work, operating small hand-powered and large equipment such as rotary blade mowers, tractors, and loaders.
- Electrical repairs, lights, outlets, etc. up to 240 volts. Ability to identify the need for an electrician.
- Responsible for the maintenance of minor natural gas repairs and determine the need for an outside vendor.
- Schedule and maintain daily, weekly, monthly, and yearly maintenance of facility.
- Schedule outside maintenance contractors as necessary.
- General painting, building, and carpentry.
- Complete special construction building projects as needed.
- Diagnose, replace or repair parts, test and adjust.
- Comply with safety regulations and maintain clean and orderly work areas.
- Daily Routine:
 - Check bathroom at SAGC, turn on gas heaters if necessary, clear toilets by flushing, and stock paper products as needed.
 - During Winter De-Ice and sweep sidewalks as needed.
 - Turn on lights at main facilities as required
 - Check pilot lights on stove in restaurants.
- Seasonal Routine:
 - Fall: Take down Prairie Star awnings.
 - Regular blowing of leaves and debris from patios and all facilities.
 - Put up and take down Christmas lights and decorations.
 - Spring: Put up Prairie Star awnings.
 - Tournaments: Maintain clean outdoor areas.
- Meet with tent vendors onsite to ensure the specific locations regarding placement. Act as on-site supervisor for tent installations.
- Miscellaneous making of signage, hanging and mounting wall items.
- Any special projects as assigned.

6. SUPERVISORY RESPONSIBILITIES: This position does not directly supervise others.

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)**

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X

	NA	NE	O	F
Seeing in limited light			X	
Seeing objects at a distance			X	
Seeing objects peripherally			X	
Seeing close work (e.g., typed print)			X	
Distinguishing colors			X	
Reading			X	
Writing			X	
Calculating			X	
Editing			X	
Evaluating			X	
Interpreting			X	
Organizing			X	
Standing				X
Sitting			X	
Walking				X
Running	X			
Bending, Twisting, Kneeling			X	
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds			X	
Lifting/carrying 26-50 pounds			X	
Lifting/carrying more than 50 pounds			X	
Driving (regular class D license – list under # 22)			X	
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust				X
Exposure to loud noises			X	
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			X	

7. **MACHINERY, TOOLS, EQUIPMENT, ETC.:**

- All tools utilized by a maintenance technical in order to maintain and repair all facilities and grounds.
- Golf Car/ Utility Vehical

8. **LICENSES, PERMITS, CERTIFICATIONS:**

- Class D Driver License.

Employee Certification

I acknowledge that I have read and understand the Position Description for Facilities Maintenance Technician and I agree to perform the requirements set forth in this document.

Signed _____ **Date** _____

Print Name: _____

Manager Certification

I acknowledge that I have review the Position Description for Facilities Maintenance Technician with the above employee and acknowledge their signed receipt of the document.

Signed _____ **Date** _____

Print Name: _____