



Maintenance Technician Job Description

Position:	Maintenance Technician
Reports To:	Clubhouse Supervisor
Directly Supervises:	Does not directly supervise
Classification:	Full-Time, Non-Exempt
Working Hours:	Flexible Schedule

Job Summary

This position works in conjunction with the Facilities Manager to maintain the overall appearance and working conditions of The Highlands facilities. To be successful in this position, the individual should demonstrate the following competencies: Problem solving; attention to detail; technical effectiveness; effective communication skills, safety and health compliance and, exceptional customer service

Essential Job Functions

- Maintain the overall appearance and proper working order of the Association buildings and equipment in and around the clubhouse, including the parking lots and tennis courts and pool.
- Maintenance and repair of all Association buildings, including carpentry (e.g., framing walls, roofs and partitions)
- Repairs, replaces, installs and maintains electrical systems (e.g., lighting fixtures, circuit breaker panels, fuses and photocells)
- Installs, repairs and replaces refrigeration and heating systems including water heater compressors, relays, contactors, motors, valves, belts, blowers and HVAC.
- Performs roof maintenance including cleaning and inspections, repairing and necessary
- Oversees plumbing maintenance and repairs
Prioritizes and maintains work orders and assigns projects and staff as warranted
- Trains employees on safe operation of equipment and working conditions under OSHA standards.
- Abide by all Highlands policies and procedures
- Attends meetings as scheduled
- Other duties and special projects as assigned

Knowledge, Skills and Abilities

- Knowledge of electrical, plumbing, refrigeration, HVAC, operations and equipment
- Skilled on basic carpentry techniques and associated equipment
- Familiar with OSHA safety regulations



Maintenance Technician Job Description

Knowledge, Skills and Abilities (continued)

- Knowledge of Xeris scopes
- Extensive knowledge of pool and chlorinator

Qualifications

- High School Diploma or Equivalent, Bachelor's or Trade Certification preferred
- 5 years maintenance experience preferred
- Have or will obtain Pima County Health Pool Certification
- Demonstrated electrical and plumbing experience

I have read, understand and am able to able to perform the essential function of this position with or without accommodation

Employee (print name)

Employee Signature

Date