



**JOB TITLE:** Building Maintenance  
**DEPARTMENT:** Facilities Management  
**REPORT TO:** Rich Sayers  
**DATE REVISED:** January 14, 2019  
**CLASSIFICATION:** Non-Exempt; seasonal Full-time or part-time

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#### **JOB STATEMENT/PURPOSE:**

The Building Maintenance employee will perform general cleaning and repair work throughout the entire facility keeping all equipment and furnishings in a clean, safe, orderly and functional condition.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform basic carpentry and maintenance tasks such as painting, changing light bulbs, repairing equipment and cleaning
- Inspect building for any unsafe or potentially unsafe conditions
- Tracking/ordering needed maintenance or cleaning supplies
- Team-oriented person who can work with many different departments
- Manage multiple projects at one time with the ability to prioritize most important jobs first using effective time management skills
- Perform preventive maintenance for the clubhouse, including all equipment
- Assist in snow removal near entrances and walkways as well as winterizing building to maintain comfortable temperatures in banquet facilities
- General janitorial duties such as tending to restrooms, cleaning kitchen and bar areas and ensuring facility is presentable for open business hours
- Organize and maintain clean storage room with tools/equipment
- Ensuring building is up to Municipality codes and requirements
- Working with management to update facility and make improvements
- Knowledge of boiler, HVAC and heating systems as well as water softeners
- Able to communicate and work with contractors/repair workers to properly fix any issues and learn how to fix same issues should they again arise
- Ability to inspect and evaluate all mechanical aspects of facility and make improvements or more efficient resolutions to any potential issues

#### **JOB SPECIFICATIONS:**

- Ability to work under varied climatic conditions
- Ability to work unusual hours, particularly during summer months
- Ability to provide courteous service to the general public
- Ability to work well with others
- Ability to use power/hand tools
- Valid Alaska driver's license