



## Maintenance Tech III - Full Time - Charleston Harbor Resort and Marina

An Advanced Level Maintenance Tech at Charleston Harbor Resort is responsible for maintaining all facilities in a safe and efficient manner while adhering to the standards of guest service.

### Essential Job Functions:

- Perform daily rounds-check boilers, pools, common areas, sprinkler systems, lighting, refrigeration, and fire panels.
- Attend to any work orders, guest requests, housekeeping requests, front desk requests, room calls.
- Maintain all Facilities and Operating Systems in a safe and efficient working order. Will require lifting of 20lbs or more.
- Complete assigned tasks in a safe, timely manner.
- Work with outside contractors to provide necessary improvements or maintenance as directed.
- To carry ladder up and down stairs with required tools (may exceed 20 lbs). May require lifting arms above head and shoulders to work in ceiling (i.e. small leaks, hvac repairs, lighting repairs).
- Maintain records of all work activities and support materials.
- Provide written reports to other departments as needed.
- Provide for safe disposal of all waste material.
- Maintain tools and work area in safe, secure and efficient manner.
- Work with other departments when directed.
- Keep track of supplies and fill out requisition for needed supplies.
- Assist with preventative maintenance in common areas and guest rooms.
- Perform advanced electrical, refrigeration and HVAC repairs and preventative maintenance.
- Provide supervision of other maintenance personnel.

### Qualifications:

- High School Diploma or Equivalent. *-required*
- Trade School Diploma/Certificate. *-required*
- Must be able to lift 50 pounds. *-required*
- Must be able to stand or walk for up to 8 hours. *-required*
- Must have flexible schedule to include working nights and weekends. *-required*
- Previous maintenance experience. *-required*
- Basic skills required with computers. *-required*
- CPO Certified and experience with pool/tub operations. *-preferred*
- Electrical, EPA, or HVAC certified *-required*
- Must pass a drug screening, background check and DMV check. *-required*