



Position: Maintenance Team Member

Status: Regular full-time, non-exempt

Reports to: Director of Buildings and Grounds

Position Summary

Responsible for performing skilled maintenance, repair and improvements to the grounds and facilities owned and operated by the Westmoreland Davis Memorial Foundation, Inc. Requires weekend and after-hour support for events and maintenance repairs. Must be able to self-motivate, multi-task, and safely operate maintenance equipment. Work is subject to environmental conditions, extreme cold and heat, noise, vibration and working in hazardous conditions.

Position Qualifications

- One year or more of facilities related work experience
- Knowledge of equestrian and athletic field event preparation
- Good communication skills and outstanding interpersonal skills
- Ability to work independently as well as effectively with a multi-disciplinary, multi-contractor team and function effectively in a rapidly changing environment with minimal supervision.
- Must have a current/valid Driver's License and be an insured driver
- High school diploma or equivalent

Primary Duties and Responsibilities

(May not include all duties performed.)

- Demonstrate a superior work ethic and attitude
- Ensure adherence to quality standards and health and safety regulations
- Routine duties, which include but are not limited to:
 - Repair and upkeep of property including all buildings and grounds *(e.g. lighting issues, plumbing problems, broken locks, water and flooding issues, fence repairs, ceiling repairs, roof repairs, painting, replacing doors, tub repairs, trash removal, yard clean-up, mowing, and move-out clean up, etc.)*
 - Cleaning activities such as dusting, mopping, etc.
 - Equipment maintenance, service, cleaning and proper storage
 - Participation in varied and different projects *(e.g. renovations)*
 - Use of essential equipment such as hand tools, drill presses, welders, air compressors, jack hammers, tampers, trash pumps and generators, forklifts, dump trucks, saws, skid steer, and backhoes while performing essential duties
 - Weekend and after-hour support for events and maintenance concerns and repairs
 - Snow, ice, tree/limb, etc. removal to keep site open and safe for residents, staff, clients and pedestrians
 - Perform other related duties and activities as required

Essential Skills and Experience

- Knowledge of standard practices, methods, tools, materials and equipment used in property and building maintenance
- Experience with light electrical, plumbing, and basic carpentry
- Basic English grammar, spelling, and usage and general arithmetic and mathematic principles
- Ability to read diagrams, maps, and work orders
- Use and maintain tools and equipment associated with building maintenance
- Perform most duties in the absence of a maintenance supervisor
- Be organized, neat and detailed oriented
- Use a computer, word processing, spreadsheet program or other application software as required

Physical Requirements

- Effectively communicate and interact with other employees and the general public
- Perform work in all types of weather, often for long periods of time
- Transfer machinery, equipment, and supplies in excess of 50 pounds.
- Perform work in hazardous conditions involving traffic
- Must be able to walk, climb stairs and ladders, kneel, bend, squat and walk over rough and uneven terrain, and work at heights