



Maintenance
Assistant Position
Job Description

The Cottages at Summer Village

JOB DESCRIPTION

Job Title: Maintenance Assistant	Department: Buildings and Grounds
Job Status: Full-Time/ Part Time	Reports to: Maintenance Manager

- **Job Summary:** The Maintenance Assistant reports to the Maintenance Manager and is responsible for assessing and addressing aspects of maintenance related to the common area buildings, grounds and cottages at Summer Village. The Assistant must be organized and reliable in completing assigned tasks. The work must be completed with an attention to detail in order to ensure that the Summer Village's common areas, property and rental cottages are maintained in an orderly fashion for our owners and guests which is a critical factor in maintaining and strengthening our reputation.
- The ideal employee will have good communication skills, be self motivated with an eye for detail. Attention to detail is vital to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked.

This is a non-exempt seasonal position; full or part time. Schedule will consist of mainly day work, however it may vary from week to week based on the needs of the resort. Weekends and holidays will be required from May 1st through October 31st.

Essential Duties/Responsibilities:

- Ensure that projects and daily tasks are completed accurately and while adhering to safety standards.
- Work closely with Maintenance Manager to ensure that all work assigned is completed in a timely manner and any issues are promptly reported. In the event that the MM is not on site communication will go to the General Manager, Rental Manager or Front Desk Supervisor.
- Record and track daily tasks and progress on work/ projects being performed.
- Work closely with MM, GM, and RM to ensure the work you complete is documented properly with time spent and detailed scope of work performed so that the billing is accurate.
- Complete weekly inventory of pool chemicals and communicate inventory to MM to ensure proper planning of ordering.
- Assists in projects such as during the opening and closing of all cottages and resort common area buildings.
- Tests and maintains all pools and hot tub according to state and local regulations, and if requested takes and passes pool certification exam to meet state and local regulations.
- Work closely with the Buildings & Grounds Committee Chair and members when requested on projects to maintain the grounds, common areas and surrounding cottages.
- Immediately reports any safety concerns to the MM, GM, or other supervisor on duty.
- Become familiar with all aspects of the resort and common area buildings so as tasks are assigned they can be completed efficiently.
- Remove and bag trash from exterior trash cans and routinely monitors trash compactor for the need of electronic compression and performs that task when needed.
- Operate golf cart vehicles to transport equipment and supplies in a safe manner.
- Sweep, wash, blow, brush, wipe, or otherwise treat as appropriate walkways, roadways, concrete pads, gates, outdoor furniture, decks etc. to keep in well maintained top condition.
- Perform maintenance & repairs as needed such as replacing burned out light bulbs, washing windows, plunging toilets, painting etc.
- Keep work, storage areas and tools clean, well-organized, well maintained and ready for use.
- Return tools and equipment to designated areas when tasks are completed.
- Monitor property grounds to ensure a pleasant appearance. performing lawn maintenance functions such as spreading loam, planting sod or grass, and safely applying weed killers.
- Follows the direction of the person in charge during unplanned or emergency situations such as severe electrical storms, loss of critical infrastructure, downed trees or the like.

- Notify the MM and or General Manager immediately of any issues that may arise with owners, guests of owners or renters.
- Exhibits a customer-oriented and friendly demeanor.
- Assist other departments when the need arises.
- Other duties as may be assigned by the MM or GM.

Qualifications:

- Organized and detail-oriented
- Excellent communication and interpersonal skills
- Ability to use text messaging
- Fluent in the English language
- Maine or NH drivers license in good standing
- Ability to pass a comprehensive national criminal background check
- Ability to operate a golf cart
- Ability to successfully complete and pass pool certification course as soon as possible after employment, if requested. Summer Village is responsible for the expense of course.

Education or Experience :

- High school diploma preferred, not required.
- Valid drivers license a must.
- Certifications not required.
- Pool certification a plus.

Physical Demands:

- Ability to lift at least 50 pounds
- Ability to be standing and physically working for an 8-hour shift when necessary
- Ability to be switching from standing, sitting, walking, continually throughout a shift
- Ability to work in an outdoor environment for the entire shift, including in the heat of the summer and in inclement weather
- This physically demanding job requires strength, flexibility, durability and agility. One must be able to comfortably walk, stand, kneel, twist, reach, climb, bend, crouch and have full range of motion in all varieties of physical movement sometimes for long stretches of time.

Work environment: Summer Village is a seasonal resort consisting of 247 individually owned cottages on 65 acres. It has 3 pools, 2 children's pools, a hot tub, a pavilion where community events are held, 4 tennis courts, 6 shuffleboard courts, a basketball court, baseball, volleyball and soccer fields, and two playgrounds.

Summer Village is open from May 1st through October 31st, including holidays occurring during that time, and is closed to owners/guests for the remainder of the year. This is a seasonal position starting April 1st through November 15th or as otherwise negotiated upon hire.