

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway

Occidental, CA 95465

Phone: (707) 874-3507 • Fax: (707) 874-2509

Title: Maintenance Technician 1

Employment Status: Full Time, Seasonal

Team: Operations Team

Immediate Supervisor: Operations Manager

Team Leader: Executive Director

Purpose Statement

To maintain all Alliance Redwoods buildings and grounds in a manner that provides "Service as tall as our trees."

Description of Responsibilities (The following responsibilities may need to be performed)

- Maintenance/repair of the facilities including plumbing, electrical, carpentry and mechanical.
- Assist with new and remodel construction projects as assigned.
- Assist staff and volunteers as assigned.
- Assist with general building maintenance.
- Provide assistance in other areas as assigned.
- Support shop organization and camp-wide safety procedures.
- Willing to be trained in camp specific maintenance needs
- Other duties as assigned.

Skills, Knowledge, and Abilities (Here is a quick definition of skills, knowledge, and abilities that are necessary to succeed in this position.)

Skills necessary include basic carpentry, plumbing, HVAC and electrical. Other necessary skills are time management, prioritization, good communication, and guest relations. Knowledge of HVAC, electrical, plumbing, gas, water, cable, and sewer systems; general automobile maintenance, safety procedures, and power tool operations is a plus. Physical abilities necessary include the ability to lift up to 80 lbs and have a full range of motion. Other abilities necessary include the ability to troubleshoot maintenance issues, learn quickly in an active environment, and be a team player. In addition, the person should be able to receive and follow directions and training from the Operations Manager and Maintenance supervisor. This is a seasonal position with potential to become a Full Time Regular position.

Education / Experience (A combination of experience and education that could likely provide the required knowledge and abilities to succeed in this position.)

Education: A High School or GED Diploma.

Experience: 1 year of experience in general carpentry and maintenance. Experience with gas, water, cable, and sewer systems a plus. Also, a Drivers License with the ability to meet Alliance Redwood's insurance regulation is required.

Rev	Revision Description	Date	Approved By
A	Job Established	10/05/2007	TD