



**FRIDAY HARBOUR™**  
*All Seasons Resort*

**Job Title:** Maintenance Attendant

**Division:** Property

**Department:** Maintenance

**Responsible To:** Maintenance Manager

**Role Summary**

The Maintenance Attendant is responsible for performing general building and property maintenance. They will maintain HVAC (heating, ventilation, and air conditioning), electrical, plumbing and mechanical systems and equipment. This role is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain facility property and equipment according to safety and preventative maintenance systems and processes. This role is also responsible for multi-skilled maintenance service on all operational equipment and facilities infrastructure.

**Responsibilities**

- Perform highly diversified duties to install and maintain facilities and equipment
- Provide emergency or unscheduled repairs to facilities and equipment
- Perform mechanical skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines
- Read and interpret equipment manuals and work orders to perform maintenance and service
- Detect faulty operations, defective material and report to leaders
- Involved in all aspects of building maintenance requirements for all new construction, renovations or updates to current systems
- Update project information and maintain project files
- Organize drawings and prepare drawing packages to support project activity
- Set priorities for preventative maintenance work orders, maintenance requisitions and scheduled work
- Prepare, paint and decorate interior and exterior surfaces as required
- Perform minor construction work, including but not limited to dismantling and erecting walls, finish carpentry work and pouring concrete
- Troubleshoot, repair, install and maintain various electrical components, appliances and equipment in accordance with pertinent codes, the preventative maintenance program and departmental procedures
- Perform scheduled preventative maintenance checks of all electrical alarms
- Troubleshoot, install and repair plumbing fixtures, piping and related equipment
- Perform necessary work to open clogged sewer lines
- Maintain an adequate supply of hot water at the correct temperature
- Perform mechanical and preventative maintenance work on equipment as per preventative maintenance manual, including circulating pumps, air handling systems and refrigeration
- Diagnose problems, replace or repair parts, test and adjust accordingly
- Operate light automotive or power equipment, work with tools, ladders and maintenance supplies as directed
- Run errands, pick up and deliver supplies, equipment and materials as needed
- Report accidents, vandalism, thefts and unsafe conditions



## FRIDAY HARBOUR™

*All Seasons Resort*

- Complete all daily maintenance requests and report any unfinished work to leader
- Inspect all equipment for proper functioning on a regular basis
- Support facility maintenance inspection processes and forward feedback to leader
- Operation of elevated work platforms and forklifts
- Must wear protective safety equipment, including steel toed boots, belted pants, and proper identification
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

### **Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

### **Requirements**

- 2-4 years' experience in a maintenance or general labour position
- Formal maintenance training or trade certification an asset
- Knowledge of the materials, equipment, tools and techniques of standard building trades
- Knowledge of applicable safety precaution
- Ability to use common hand tools, operate machinery and equipment
- Must be computer literate. Preferred candidate will have previous experience property maintenance software, Microsoft Word and Excel
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

### **Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing up to 50 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift



**FRIDAY HARBOUR™**  
*All Seasons Resort*

- Reach overhead and below the knees, including bending, twisting and pulling
- Move over sloping, uneven or slippery surfaces
- May encounter obnoxious smells
- Will encounter hazardous materials, dangerous or toxic substances and chemicals
- May encounter excessive noise from equipment
- Work in indoor and outdoor environments throughout the year
- Work environment is near water

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.