



## Job Description

Position: Handyperson/Pool Maintenance

Department: Maintenance

Reporting to: Maintenance Manager

### Duties and Responsibilities:

The Handyperson/Pool Maintenance reports to the Maintenance Manager and is responsible for assisting in preventative maintenance and repairs for all areas of the Resort and maintaining all pools and hot tubs on property.

Duties include:

- Daily meetings with the Maintenance Manager to determine priorities for the day and for the week.
- Daily meetings with the rest of the Maintenance team to discuss the day's priorities.
- Regular inspections of the Resort's operating equipment.
- Regular inventory of operating equipment and supplies to determine ordering requirements.
- Assisting with Emergency Response Team, as determined by the Manager.
- Regular follow-up with the Manager on any maintenance requests from guests or staff.
- Awareness of, and training for, all existing and new equipment and operating procedures on the Resort.
- Cross-training to be able to fill in with other departments, as requested by the Manager.
- Daily testing of pools (a number of times during each day) and maintenance of chemical levels to industry recommended levels
- Maintaining appropriate pool log records
- Ensuring that pool temperatures are kept at advisable and safe levels
- Pool Maintenance including vacuuming, testing, cleaning filters, etc.
- Keeping track of and advising the Activities Coordinator prior to running out of pool chemicals

The primary role of the Handyperson/Pool Maintenance is to maintain a safe environment for staff and visitors as well as maintaining industry recommended chemical levels all pools and hot tubs. This is done under the guidance of the Manager, but also on a proactive and efficient basis in the Manager's absence.

### Position Requirements:

- Physically fit, able to perform repetitive tasks and lift heavy loads.
- General knowledge of mechanical and electrical systems.
- General carpentry and maintenance skills.
- Ability to work with quality and efficiency without supervision.
- General understanding of Resort operations.
- High level of customer service.
- Willingness and enthusiasm for a team environment.
- BCRPA Pool Certification