

# WILSON ARTISAN WINERIES

## Job Description

**Job Title:** Maintenance Technician  
**Department:** Lodging  
**Reports To:** Assistant Lodging Manager  
**FLSA Status:** Non-Exempt  
**Employment Status:** Full-Time  
**Approved Date:** July 2017

**JOB SUMMARY:** Performs routine and extensive preventative maintenance and repair procedures on Wilson Artisan Wineries lodging properties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)
- Performs preventive maintenance procedures on lodging properties on a scheduled basis, i.e. cleaning gutters, power washing, blowing leaves, paint touch up, etc.
- Replaces broken windows, repairs doors, door locks and closets; installs window blinds, & maintains fireplaces.
- Completes daily, weekly and monthly checklists on building maintenance and maintains records of scheduled maintenance procedures.
- Operate a computer and/or phone to communicate with supervisors.
- May repair electrical locks and control panels to maintain building security.
- Responds to emergency maintenance requests as required.
- Assists with the renovation/remodeling of buildings, repairs plaster and drywall, paints buildings/ structures, sanding, etc.
- Repair furniture and small household appliances.
- Performs outside custodial duties such as garbage removal & landscape management as required.
- May obtain estimates for supplies, repair parts, and order parts as needed.
- Other duties may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** High school diploma or general education degree (GED) and at least one year of experience in building and mechanical equipment maintenance and repair. Proficient in the use of hand and power tools. Basic plumbing and household electrical experience.

**LANGUAGE SKILLS:** Fluent in English. Bi-lingual English/Spanish preferred. Ability to read and comprehend instructions and correspondence. Ability to write and type basic correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization. Ability to communicate with guests and co-workers in an effective and professional manner.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to problem solve and carry out detailed instructions. Utilizes best business practices to perform maintenance and repair duties in an efficient and safe manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid California Driver's License, insurance, reliable transportation.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 85 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. Personal protective equipment must be worn when necessary.