



Position Description

Position Title: Retreat Center Maintenance Technician

Reports To: Director – Facility Operations

Classification: Part Time; Non-Exempt

GENERAL PURPOSE:

The principal function of this position is to perform manual and semi-skilled work associated with the repair and maintenance of the Retreat Center's buildings and exterior facilities. Work performed includes carpentry, electrical, plumbing, mechanical and landscaping/gardening duties. Heavy labor is required to complete this job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Repairs, replaces, maintains and installs a wide range of electrical components including electrical wires, outlets, fixtures, appliances, ballasts, HVAC equipment and lights.
- Repairs, replaces, maintains and installs plumbing fixtures and appliances.
- Maintains and clears drains and toilets as needed.
- Moves furniture and equipment as needed.
- Utilizes carpentry skills to fasten cabinets to walls, hang pictures and signs, maintain doors, windows and locks, and repair walls/ceilings.
- Paint and repair windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Drives Retreat Center vehicles in performance of position duties, including using tractor, chipper, golf cart, truck and driving offsite as required.
- Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, electrical and electronic testing devices.
- Cleans and maintains storage areas including garages & shop areas.
- Maintains and repairs specialized equipment and machinery found in kitchens, laundry, offices, and buildings hosting overnight guests.
- Maintains and ensures the cleanliness and repair of all company vehicles.
- Daily check of property, fences and buildings, picking up any trash or other debris as needed.
- Monitor wildlife on property, removing threats as needed or contacting local animal control or fish & game authorities for assistance.
- Monitor and remediate all pests and/or wildlife found in buildings.
- Weekly check of benches, fountains & outdoor lighting.
- Empty outdoor trash containers weekly and as needed.
- Picks up mail daily & supplies as needed.

- Other duties as may be assigned by the Director – Facility Operations.

POSITION REQUIREMENTS:

1. Knowledge of:
 - a. The standards, methods, materials, tools, equipment and safety processes used in the general electrical, plumbing, HVAC, and carpentry trades;
 - b. Equipment and supplies used in performing maintenance duties;
 - c. Occupational hazards and safety precautions involved in general building and maintenance work;
 - d. Basic computer skills including use of word processing, spreadsheets and facility management systems.
2. Ability to:
 - a. Perform general building and exterior grounds maintenance and repair work involving landscaping and gardening, plumbing, carpentry, mechanical, and electrical skills;
 - b. Understand and execute oral and written instructions and read and understand building and equipment diagrams and maintenance instructions;
 - c. Lift and carry 50 pounds safely;
 - d. Bend, stoop, reach, and work safely from ladders;
 - e. Work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards;
 - f. Identify and recommend improved methods of performing the work;
 - g. Establish and maintain effective working relationships with supervisor, other staff, and the retreatants and guests of the Center;
 - h. Recommend improved methods of performing the work;
 - i. Physically perform the essential functions of the job.
3. Professional Conduct and Work Ethic:
 - a. Arrives on time and maintains reliable attendance;
 - b. Maintains a neat and organized work area;
 - c. Demonstrates a willingness to learn new skills and procedures;
 - d. Completes projects in a timely manner;
 - e. Communicates clearly and professionally;
 - f. Takes initiative and works independently when appropriate.

MINIMUM QUALIFICATIONS:

- One year of general building maintenance experience involving plumbing, electrical, carpentry, mechanical skills, and general landscaping/gardening skills.
- The physical strength and agility required by the position.
- A valid driver's license and a safe driving record.

TOOLS AND EQUIPMENT USED:

Hand tools including, but not limited to, hammer, drill, saw pipe, wrenches, screwdrivers, pliers, various saws; janitorial equipment; plumbing equipment; electrical components; golf cart; tractor; and motor vehicle.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works inside and outside. The employee works near moving mechanical parts and may be exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment ranges from moderately quiet to extremely noisy depending on the task being performed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Updated: July 6, 2026