



**REDCO**

**REDDING RANCHERIA ECONOMIC  
DEVELOPMENT CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Maintenance Technician
<b>ENTITY:</b>	Hilton Garden Inn
<b>REPORTS TO:</b>	Facilities Manager, General Manager
<b>SALARY:</b>	Grade 2, Entry \$13.04
<b>CLASSIFICATION:</b>	Non-exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member is responsible for carrying out projects including installing items, such as mirrors, ironing boards/irons, as well as performing necessary routine and basic maintenance work at the Hotel

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Uses various hand tools, such as hammers, pliers, saws, chisels, and screwdrivers
2. Uses various power tools, such as drills, skill-saws, jigsaws, and reciprocating saws
3. Has basic plumbing knowledge
4. Has basic electrical knowledge
5. Has basic carpentry knowledge
6. Has basic painting skills
7. Drives the shuttle
8. Has a good working knowledge of safety requirements as it relates to OSHA requirements and the proper use of tools when performing work
9. Maintains the maintenance (shop) area to avoid hazards and accidents
10. Answers calls from guests and other team members when maintenance issues occur
11. Interacts with guests in a courteous and professional manner. Greets each guest with the appropriate salutation
12. Other duties as assigned by the Facilities Manager and General Manager

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## **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- High school diploma or general education degree (GED); or one year of previous experience or equivalent combination of experience and education

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## **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to read and comprehend simple instruction, short conversations, and memos
- The ability to write simple correspondence
- The ability to effectively present information in one-on-one and in small groups situations to guests, clients, and other team members of the organization
- The ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- The ability to perform these operations using units of money, weight, measurement, volume, and distance
- The ability to calculate figures using a measuring tape
- The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- The ability to deal with problems involving several concrete variables in standardized situations
- Must have a valid divers license, clear driving record, and proof of current insurance

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## **PHYSICAL REQUIREMENTS**

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The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, push, pull, or sit for an extended period of time, up to eight (8) hours or more, is required
- This team member must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job includes close vision, distance vision, depth perception, color vision, and peripheral vision

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### **WORKING CONDITIONS**

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The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the team member is frequently exposed to toxic or caustic chemicals
- The noise level in the work environment is usually moderate

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- RREDCO is a drug-free workplace; applicants must be able to pass a pre-employment drug screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with RREDCO is considered "at-will"
- Must be able to comply with the RREDCO Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- RREDCO reserves the right to add, delete or modify without notice

Revised 2/5/19 la