



Organization Relationships:

The Maintenance Technician works under the supervision and direction of the General Manager. The Maintenance Technician assists and works in conjunction with other management and administrative personnel.

Job Overview:

The Maintenance Technician is responsible for general maintenance and repairs on all residential and commercial properties, including the Sunnahae Hotel & Cabins, main office and Shaan Seet trailer court, as directed. General maintenance includes: basic carpentry repairs and projects, painting, basic plumbing, basic utility maintenance and grounds keeping as directed. The Maintenance Technician is responsible to notify management of repairs or maintenance required on all advanced mechanical systems including, plumbing, electrical and heating/cooling systems.

This position requires a complete commitment to confidentiality as personal information on tenants will, out of necessity, be made available in the course of this job.

MAJOR DUTIES & RESPONSIBILITIES

All properties:

- Perform general maintenance and repairs on all commercial properties, as directed. (See description of General Maintenance above);
- Identify and notify General Manager of necessary repairs or maintenance on advanced mechanical systems, including: plumbing, electrical and heating/cooling systems;
- Grounds keeping; weed whacking, clearing brush and trees;
- Assist with emergency services;
- Install and remove street and other signs.
- Basic utility repair and maintenance.
- Maintain the condition and integrity of utilities on the properties.
- Trailer Park: Groundskeeping, clearing trash, assist with trailer move-ins, move-outs.
- Trailer Park: Assist with administration by monitoring for lease compliance, notifying administration of defaults, delivery of notices and warnings.
- False Island: Receive and secure boats and other property in the yard.
- False Island: Assist with administration by monitoring the departure and arrival of boats and other items in the yard.
- Organize work area to ensure there is limited impact on surrounding areas and the work area is free and clear of excess debris during the course of the project.
- Make sure work area is completely cleaned up when job or project is completed.
- Keep tools and equipment clean and organized at all times.
- Monitor and pick up trash around trailer court dumpsters on a daily or every other day basis, particularly during bear season.

- Other projects as directed.

Employment Terms

- Position Status: Full-time, Permanent
- Rate of Pay: \$41,600-\$52,000 Annually DOE
- Probationary Performance Evaluation after 90 days
- Hours: Monday – Friday, 8am – 4pm (occasional weekend or evening work may be required/possible overtime).
- Benefits: 6 hours PTO accrued per pay period
- HSA (Healthcare Savings Account) \$600 Monthly Plus Wages

Shaan Seet, Inc. is an at-will employer and hires with Shareholder Preference. This agreement is an outline of the terms for the job being offered and is not a contract of employment.