



Job Title: Facilities Maintenance Person	
Work Location: Gulf Shores & Orange Beach	
Division/Department: Administration	
Reports to: Safety/Facilities/Warranty Manager	
<input checked="" type="checkbox"/> Full-time	
<input type="checkbox"/> Part-time	
<input type="checkbox"/> Exempt	
<input checked="" type="checkbox"/> Nonexempt	
Essential Duties and Responsibility:	
<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Complete routine maintenance and minor emergency repairs for machinery and vehicles • Troubleshoot and perform general repairs that do not require a specialized technician • Gather and handle appropriate tools for the task • Change fixtures to include lightbulbs • Vehicle and equipment cleaning • Clean and assist with upkeep of the facilities including office and shop cleaning • Ensures that the property grounds adhere to Saunders standards of cleanliness • Assist with set up for meetings and special events • Other duties and projects as assigned. 	
Education and/or Work Experience Requirements:	
<ul style="list-style-type: none"> • High school diploma or GED preferred • Must have attention to cleanliness and safety • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices • Valid driver's license is required • Ability to drive a forklift • Ability to use common hand and power tools such as hammers, hoists, saws, drills, and wrenches • Knowledge of general carpentry and repair and general electrical knowledge 	
Physical Requirements:	
<ul style="list-style-type: none"> • Must be able to lift up to 50 lbs. • Must be able to kneel, push/pull, squat, twist, turn, bend, stoop, and to reach overhead • Must be able to walk and stand for prolonged periods of time • Must be able to climb ladders and stairs, and crawl into tight and/or awkward spaces • Must be able to work in extreme weather conditions 	
<i>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i>	
Print Employee Name:	
Employee signature:	Date: