



JOB POSTING

Date of Notice: April 27, 2017

Position Title: HVAC/Appliance Technician

Location: Bandon Dunes Golf Resort

Reports To: Facilities Maintenance Director/Supervisor

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes
57744 Round Lake Road, Bandon, OR 97411
Fax: 541-347-5850
jobs@bandondunesgolf.com

Position Summary:

The HVAC/Appliance Technician monitors, inspects, repairs, and installs kitchen and similar resort equipment, as well as HVAC equipment for the facilities maintenance department.

Essential Duties and Responsibilities:

- Work directly with the Facility Maintenance Managers and/or be on-call to do essential repairs required in all operational areas of the resort.
- Maintain a strong/consistent preventive maintenance program for primary kitchen equipment and HVAC systems.
- Work with the Facility Maintenance Managers to evaluate extent of maintenance issues and recommend course of action for repairs or replacements.
- Complete a work order for all repairs done on each piece of equipment. Maintain a log that shows a repair history for each appliance.
- Maintain maintenance records, as-builts and specific manuals for all equipment.
- Report any and all items found to be in need of repair that requires the need for a contracted vendor to address.
- Establish a "Parts" list of common parts needed to maintain a supply to always have on hand for basic repairs. Assist with parts purchases as requested.
- Maintain Company vehicle as presentable to the public and in good/safe working order.
- Follow all Safety and training programs put in place by the Facilities Department, Company, and State agencies.
- Perform additional duties as required.

Qualifications:

- High school required, college degree or technical certification preferred.
- Experience in HVAC, appliance diagnostics, mechanical and electrical systems preferred.
- Knowledge/experience with EPA guidelines and preventative maintenance for appliances highly desired.
- Ability to identify mechanical defects and prioritize repairs as needed.
- Demonstrated quality written, verbal, interpersonal communication skills.
- Positive attitude, professional manner and appearance in all situations.
- Ability to read and interpret equipment repair/install manuals.
- Perform mathematical calculations involving fractions, decimals, and percentages
- Must be willing to work days, nights, and weekends.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application to the address above prior to the closing date. Complete job description available upon request.

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