

PRESQUE ISLE HARBOR ASSOCIATION

Job Description

Maintenance Assistant

Qualifications:

- A working knowledge of general maintenance operations including but not limited to; electrical, plumbing, carpentry, equipment maintenance and repair, pool operations
- Good listening and communications skills
- Able to work independently with minimal direction

General Description:

- This is a part-time position responsible/reporting to the Maintenance Manager. This position involves maintaining all of the facilities of the Presque Isle Harbor Association.

Duties and Functions:

- Assist the Maintenance Manager with general maintenance functions, renovations, and new projects as needed
- Have knowledge of maintenance duties relative to PIHA and be able to fill in for others employees as needed
- Grass cutting and maintenance.
- Operate, maintenance, and repair equipment as directed by the Maintenance Manager
- Assist with Pool operations
- Be curious and helpful to PIHA members and their guests