



# Columbia Country Club

Chevy Chase, MD

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**Position Title:** Maintenance and Repair Mechanic

**Department:** Engineering

**Reports To:** Chief Engineer & Assistant Chief Engineer

**Position Summary:**

Columbia Country Club was founded in 1898. It is a private member owned club located in Chevy Chase, Maryland. The Club's 1,600 family members enjoy golf, indoor and outdoor tennis, fitness and aquatic facilities, ice rink, paddle courts, and multiple dining outlets.

The Maintenance and Repair Mechanic is essentially a "jack off all trades" or a high level handyman. The Maintenance and Repair Mechanic should have good mechanical skills, basic building and component electrical skills, basic plumbing skills and be sufficient in basic computer operations. This individual should have good trouble shooting capabilities and the ability to think outside of the box. Where the individual may be lacking in any of the above mentioned areas, he or she will need to have the desire and ability to learn them and become proficient in them. The Maintenance and Repair Mechanic is available to start work as early as 5:30am but generally the start time will be 6:30am. There will be some overtime, some weekend, and some on call hours, and the possibility of opening/unlock and closing/lockup duties. The Maintenance and Repair Mechanic is responsible for but not limited to repairs to the commercial kitchen equipment, lighting, plumbing repair and basic carpentry. The Maintenance and Repair Mechanic works independently as well as with department heads, managers and contractors and other employees.

This is a great opportunity to work in a fun and rewarding environment, learn multiple trades, and experience different challenges on a daily basis.

**Education and/or Experience**

- High School diploma or GED required.
- Post-secondary vocational/technical training in electrical engineering, plumbing, HVAC or refrigeration desirable but not required.
- One year maintenance experience in an institutional or business setting preferred.

**Job Knowledge, Core Competencies and Expectations**

- Basic knowledge of trades to understand repair problems and make minor repairs on outlets, lamps and plumbing fixtures.
- General knowledge of power tools.
- Wood floor maintenance and installation of floor tiles.
- Window glass replacement.
- Lock repair and replacement.
- Knowledge of and ability to perform required role during emergency situations.



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- Basic computer operation.

## **Job Tasks/Duties**

- Maintains and makes general repairs to the plumbing fixtures, furniture, woodwork, electrical systems, appliances, elevators, ventilation systems and building structures of the club.
- Maintains the air conditioning, refrigerators, ice makers and pool pumps.
- Performs routine preventive maintenance (PM) required by club's PM procedures.
- Installs tile, drywall; makes grouting repairs, patches walls and paves brick.
- Repairs small motors.
- Attends departmental staff meetings.
- Completes other appropriate assignments made by the Chief Engineer.

## **Physical Requirement and Work Environment**

- Regularly exposed to moving mechanical parts and outside weather conditions.
- Frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- Occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment can be moderate to loud.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Ability to lift and carry 75lbs.
- Continuous standing and walking.

## **Salary and Benefits**

Salary commensurate with experience and qualifications. Full time benefits package including vacation pay, 401K, Christmas Fund and health insurance.