



SOUTH ANNAPOLIS YACHT CENTRE

750 BOUCHER AVENUE | ANNAPOLIS | MARYLAND | 21403

FACILITY MAINTENANCE

Overview

The Facilities Maintenance role is responsible for the maintenance, care, and efficient operation of all facilities, grounds, and equipment at South Annapolis Yacht Centre. We are seeking a candidate with a keen attention to detail, knowledge of facilities maintenance, and an eagerness to learn. This role will be a key member of our team in providing top-notch support to overall operations of the marina facilities.

Responsibilities

- Consistently inspect and perform maintenance on facilities, grounds, and equipment.
- Ensure all aspects of the property – facilities, grounds, and equipment - are ready for regular business and special events.
- Maintain the inventory, storage, and use of equipment and tools – including files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Organize schedule for routine vendor and as-needed service visits.
- Provide recommendations for purchases of new equipment.
- Support marina related duties such as securing boats to docks, connecting and monitoring utility services (power, water, etc.), black water pump out, waste disposal and facility sanitation.
- Work with internal team to address issues, troubleshoot, and identify solutions.
- Perform other related duties as assigned.

Requirements

- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Ability to maintain basic records and warranties.
- Ability to understand written directions in manuals and on manufacturer websites.
- Proficient with Microsoft Office Suite or related software as required to complete and maintain records.
- Experience managing marina facilities, equipment, and events a plus.

Details

- Schedule | 5-day work week (Tuesday, Wednesday, Friday – Sunday), 8:00AM- 5:00PM w/ lunch break, potential for additional hours with events outside of regular hours.
- Hourly rate, paid bi-weekly

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to outdoor weather conditions; frequently exposed to work near moving mechanical parts; and may work near or around toxic or caustic chemicals while wearing proper personal protection equipment and following strict company safety standards.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and smell. Will regularly lift and/or move up to 100 lbs and will require specific vision abilities required by this job include ability to adjust and focus.

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