



Maintenance Team Member

THE GABLES OF PEI

Job Overview

The purpose of this position is to coordinate and execute a variety of activities required for the successful operation of The Gables of PEI Resort.

Reporting to: Maintenance Manager

General Responsibilities

Assuring the safety and security of guests and employees of The Gables of PEI including:

- Opening and closing Pool House
- Security, safety and maintenance checks on villas, Pool House and School House Cafe
- Regular patrols to address any new/ongoing maintenance issues.
- Maintain communication with front desk and operations
- File reports

General Maintenance of Gables Resort includes, but is not limited to, the following details:

- Regular checks to assure internet routers, satellite and telephones are in working order in villas
- Regular checks to verify batteries and lights are working in all villas
- Regular inventory of villa exteriors to assure damage, repair, maintenance is reported
- Open pool in mornings, check chemicals, arrange sunbeds/patio furniture, check inventory of towels and assure washrooms are clean and stocked
- Regular checks on pool throughout day to assure towel supply, safety, cleanliness and safe and respectful use
- Pick up and drop off garbage and recycling from decks
- Regularly check villa propane levels replace as required
- Maintain hot tubs – assure chemical and maintenance program is adhered to
- Maintain lawns – water as required
- Weekly garbage detail - putting bins on side of road and returning to villas after collection
- Take active and pro-active roles in monitoring and taking action to assure clean, safe and attractive resort.
- Report maintenance issues that require repair, replacement etc.
- File regular reports and maintain checklists
- Other duties as assigned

Skills & Qualifications:

- Must be available to work evenings & weekends
- Reliability is essential; personal transportation is an asset.
- Previous experience in groundskeeping, maintenance, security, or related fields are assets.