

**Holiday Valley Rental Management**  
**Seasonal Part Time Weekend Maintenance**  
**Job Description**

Position Objective: As a member of our Rental Management team, you will be helping our customers and owners with maintenance needs specified per unit.

Reports to: HVRM Manager and Maintenance Manager

Works closely with: Rental Agents, customers (owners), retail guests (renters), Housekeeping, maintenance departments, Real Estate agents, HVRM Manager, Property Manager and Holiday Valley staff.

Major Responsibilities:

- Maintain Rental Management Properties: Management Office and Properties in our HOA and Rental Program
- Respond to work orders filed daily while keeping accurate records of work completed in a timely manner.
- Perform snow removal as directed by Supervisor

The duties and responsibilities that are listed are not all inclusive. Other duties may develop, or be assigned as needed in the ever growing and changing atmosphere of the organization.

Qualifications:

- Maintain a well-disciplined, personnel and friendly attitude with all guests, owners and Holiday Valley Employees.
- Must have general maintenance background
- Self-motivating and organized
- Ability to multifunction
- Must be able to make good judgments on behalf of HVRM and the owner of the unit
- Driver's license is required
- Must be available to work Friday – Sunday and able to be on call Friday - Monday