



## **Maintenance Manager**

As the maintenance manager, you will be responsible for maintaining and repairing all hotel facilities to make it safe and functional. Some duties may include painting, plumbing, drywall, electrical, custodial and carpentry. As part of the team, you will also be expected to be part of our family to provide exceptional guest service.

### **Additional Responsibilities Include:**

- Check in with hotel management daily for any problems or assigned work
- Coordinate with other departments and team members for preventive maintenance work and repairs
- Oversee/manage the property R&M list and coordinate execution of all items with the management team
- Review, record and facilitate all external maintenance work orders in accordance with company's policy
- Perform basic electrical work (replacing outlets, switches, light bulbs, ballast, light fixtures, reset breakers, etc.)
- Perform preventive maintenance program (detail room checklist, filters, seasonal requirements to include winterization, daily systems checks, etc.)
- Perform basic plumbing work (Repair or replace plumbing fixtures, drains and toilets, unclog sinks/toilets/drains, management of licensed contractors, etc.)
- Perform ground maintenance (pressure wash walkways, basic snow removal, routine landscaping, lighting and aesthetic needs/repairs, etc.)
- Painting interior and exterior
- Perform general maintenance in guestrooms, Food & Beverage outlets, back-of-house areas and public areas
- Assist and manage other contractors and technicians when on-site
- Maintain cleanliness of work areas
- Respond and prioritize calls to guestroom, public areas or back-of-house areas to assess and repair item(s) as needed and in accordance with hotel priorities
- Conduct inventories in accordance to company policy
- Custodial work may be assigned
- Maintain the proper use, cleaning and storage of all tools
- Administer other duties as assigned by Director of Operations , Owner and/or Owner's representatives

### **Requirements:**

- Maintenance: 2 years (Preferred)
- Hotel: 1 year (Preferred) 1-2 years working in a hospitality environment is an asset
- Ability to work outdoors and climb stairs
- Basic knowledge in plumbing, electrical, HVAC, painting, drywall, etc.
- Must be flexible working mornings, evenings, weekends and holidays
- Ability to lift heavy items as needed and be comfortable working in a fast paced environment
- Work independently as well as part of a team
- Strong oral and written communication and proficiency in documentation
- Attention to detail and excellent customer service skills is crucial
- Perform all functions and responsibilities in accordance with the brand guidelines and specs

### **Position:**

- Full-time, management, competitive compensation and benefits package