



Position Title: **Maintenance Engineer**

Department: **Maintenance**

FLSA Status: **Non Exempt**

Reports To: **Chief Engineer**

POSITION SUMMARY:

Perform general maintenance work to ensure hotel maintenance quality and safety standards are achieved and maintained.

ESSENTIAL FUNCTIONS:

- Complete minor work orders such as replacing ceiling tiles, filters, light bulbs, patching vinyl, painting, repairs to pipe lines, toilets, sinks, kitchen and laundry equipment, etc. Perform preventative maintenance duties as assigned.
- Ensure that assigned equipment is prepared and operational for the following day's work.
- Monitor efficiency of equipment and electrical systems such as air conditioning controls, guests entrance/access doors, television sets, lighting systems and makes minor repairs and/or replacements to ensure proper operation and maximum efficiency.
- Refurbish furniture and fixtures within guest rooms such as cabinets, tables, chairs, doors, windows and counters. Paint and finish furniture and fixtures in guest rooms, if needed.
- Maintain front entrance area, parking lot and/or garage, and street entrance in a clean and presentable manner.
- Maintain the safety and cleanliness of the exterior of the facility, grounds, pool and exercise/sport facilities (including property signs and lighting).
- Follow procedures that ensure the security of inventory and assets such as tools, supplies, equipment, furniture, televisions, etc. Replenishes supplies and inventory in a timely and efficient manner and minimizes waste.
- Report all unsafe conditions or malfunctioning equipment to supervisor.
- Respond in a courteous and prompt manner to all guest questions and/or requests to ensure strong guest satisfaction.
- Promote teamwork and quality service through daily communication and coordination with other departments.
- Interact with all team members in a professional and courteous manner.
- Attend all employee meetings unless excused in advance.
- Adhere to uniform policy as assigned to position.
- Be knowledgeable of hotel property, amenities, promotions and activities.
- May assist with other duties as assigned.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Education:

- Completion of high school diploma or related vocational training.

Experience:

- One year previous experience in general building maintenance and/or construction. Hotel experience preferred.
- Professional certification and license if required by law.

Skills:

- Working knowledge of basic plumbing, electrical skills, preventive maintenance procedures, and reasonable understanding of building equipment and hand tools.
- Good interpersonal and communication skills.
- Must have a strong commitment to customer service.
- Basic reading, writing and math skills.

Other:

- Requires the ability to work a flexible schedule, including days, nights, weekends and holidays.

This job requires ability to perform the following:

- Ability to walk, stand and/or bend continuously to perform essential job functions.
- Ability to grasp, lift or carry items weighing up to 80 lbs.
- Ability to push and pull objects or material weighing up to 100 lbs.
- Ability to climb stairs and ladders, working at heights up to approximately 30 feet, with the ability to reach often time overhead.
- Ability to perform duties in extreme temperature ranges and high noise levels.
- Ability to perform duties in confined spaces.
- Ability to communicate in English, both orally and in writing with guests and employees.
- Ability to read and interpret manuals, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.
- Ability to work under pressure and deal with stressful situations during busy periods.
- Ability to see and hear to detect and respond to emergency situations.