

**Maintenance
Position Description**

Position Title:	Maintenance Engineer
Department:	Maintenance / Housekeeping
Reports To:	General Manager
Work Hours:	Part Time Position, Approximately 20 Hours per Week Schedule is flexible but typically 8:00am to approximately 12:00noon. Actual work hours will vary depending on need and will include some weekends, evenings, holidays.

Key Functions:

1. Provides friendly customer service to all guests and coworkers. All employees are required to greet and smile at each guest they encounter.
2. Checks that all equipment is functioning properly at all times and that the preventative maintenance program is followed / documented. Routine scheduled duties include guest room reviews / repairs, monthly maintenance / cleaning of ice machines, HVAC air filters, in room heating / air conditioning filters, maintenance / cleaning of commercial laundry machines and other related hotel equipment.
3. Performs assigned daily tasks, such as changing light bulbs, collecting / disposing of waster, repairs to guest rooms including wallpaper / paint, drywall, furniture / hardware and general maintenance throughout the hotel.
4. Responsible for testing and balancing pool chemicals, cleaning pool / pool filters and related pool maintenance functions.
5. Maintains cleanliness of sidewalks / hotel exterior and clears sidewalks / entrances / hotel exterior of hazards including snow and debris.
6. Sets up meeting rooms / public space for events as outlined on function orders and assists with last minute change requests / special needs.
7. Responsible for identifying items which need maintenance / repair / improvement and complete the task and / or recommend appropriate action to the General Manager.
8. Performs other tasks as assigned by the General Manager.

Prerequisites:

Must have a positive, friendly attitude. Must be able to work with little supervision. Required to be able provide self-direction for identifying and completing tasks. Work hours must be flexible to allow for working weekdays, weekends, days, evenings and holidays as needed due to emergency situations. Must be able to read, write and communicate in English.

Education: High School or Equivalent

Experience: Previous maintenance or related field required. Hotel maintenance experience helpful.

Physical: Must be healthy and strong, walking and standing for long periods of time. May be subjected to undesirable working conditions. Requires lifting of up to 75 pounds. Requires repetitive lifting, moving and set-up of banquet tables (approximately 35lbs to 50lbs) / chairs for meetings.

Dress Code: Must maintain a clean, neat appearance. Must shower and perform personal grooming prior to arriving for shift. Must wear assigned uniformed. Uniform must be kept in clean, neat fashion. Must wear nametag. Safety clothing will be provided by hotel for certain tasks and must be worn when needed. Hotel will provide work shirt and work pants. Tattoos must be covered. Employee will provide work boots. Open toed shoes (sandals / flip flops) may not be worn. Tennis shoes may be worn if approved in advance by the general manager. Employees will refrain from wearing excessive jewelry while on shift including but not limited to: jewelry for tongue piercings, nose piercings, lip piercings, eyebrow piercings, more than one set of earrings, and earrings not placed in ear lobes. Hair should be kept in a neat, combed fashion. Men are required to wear a white tee shirt under uniform shirt. Men should be cleanly shaved or have a well maintained beard / mustache. Women are required to wear appropriate undergarments in appropriate color under uniform shirt. Uniform shirts must be tucked in and belts must be worn with pants. The general manager may establish additional dress code requirements.