Position: Maintenance Engineer

Property: Independence Hotel

Employee Name:

Reports To: General manager

Effective date:

Work hours:

**Position Summary:**

Maintenance is responsible for maintenance of the hotel facility, including the physical building structure, and assisting with mechanical, refrigeration, plumbing, electrical, HVAC systems, and related equipment in accordance with energy conservation and preventative maintenance programs. The Hotel Maintenance Manager is also responsible for ensuring the upkeep of guest areas, including landscaping and grounds maintenance.

Essential Duties:

* Complete work orders, and visually assess the safe and efficient maintenance and operation of the physical structures of the hotel: including mechanical, electrical, HVAC systems, carpentry, plumbing, electrical work, painting, masonry and other related equipment with guidance of the Chief Engineer.
* Perform Preventative Maintenance, Room Care, Landscape and Grounds programs.
* Complete all routine maintenance on public spaces, meeting rooms, outlets, pools, spa/whirlpool (if necessary), BOH spaces and grounds.
* Assist with repairs as needed which may require climbing a ladder and/or working on a roof.
* Maintain a clean, orderly and safe work environment.
* Record and report completed repairs and items that require further attention.
* Respond to guest calls, complaints, and team member work orders in a timely, courteous and efficient manner to assess and repair non-functioning machinery and/or equipment.
* Communicate all maintenance needs to appropriate hotel department heads. Ensure a timely response to internal requests.
* Ensure that all systems and equipment are functioning properly and efficiently.
* Perform maintenance of parking lot, snow removal, and landscaping as needed.
* Respond to all emergency situations including fire alarms, bomb threats, disasters and power failures; notify the appropriate authorities.
* Recognize potential safety hazards and security problems and act upon each accordingly by reporting them to Chief Engineer.
* Practice safe working procedures at all times and adheres to industry standard protocols. (i.e. Lock Out-Tag Out)
* Understand fire exit and extinguisher locations, and follow all hotel safety rules and procedures.
* Assist in special projects, including, but not limited to: renovations, remodeling, and painting.
* Comply with all department, hotel, and company policies and procedures.
* Demonstrate professionalism and customer orientation while carrying out duties.

**Requirements**

* High School education or equivalent.
* A minimum of 1-2 years’ experience in a maintenance capacity.
* Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
* May need to work evenings and weekends to address urgent maintenance needs.

Employee: Date

Manager: Date: