

<b>Title</b>	Facilities Supervisor
<b>Company</b>	Newpark Resort & Hotel
<b>Location</b>	Park City, Utah
<b>Schedule</b>	Full-time, Year Round

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### Position Description

Assist the Facilities Director and work as part of a Facilities team to ensure designated facilities, including the physical building structures, all mechanical, electrical, HVAC systems, plumbing, swimming pools and hot tubs and related equipment meet the overall standards of cleanliness, productivity, safety.

- Ensure the upkeep of Units, facilities and common areas. Conduct walk-throughs and visually assess the safe and efficient maintenance and operation of the physical structures of the designated facilities, all mechanical, electrical, HVAC systems and any other related equipment. Verify completion of all routine maintenance on physical building structures, common areas, meeting rooms, back of the house spaces, and grounds.
- Administer, maintain and monitor supply inventories, including but not limited to: maintenance tools, supplies and equipment; pool equipment and chemicals; vehicles; and furniture and Unit accessories.
- Assist in hiring, training and supervising designated staff and all other staff under direction of the Facilities Director.
- Adhere to all company-required purchasing policies and controls, including, but not limited to, all outside contractor bids, budgets, and schedules; including possessing basic computational skills necessary to fulfill all requirements.
- Follow prescribed safety procedures for personnel and equipment by the county, state, federal authorities, the Company and OSHA.
- Assist the Facilities Director to ensure that Monthly, Quarterly and Annual reporting is completed on time.
- Lead the Facilities team and ensure that Daily, Weekly, Monthly, Quarterly, and Annual tasks are completed.
- Identify and resolve Facilities related issues.
- Envision Facilities improvements and initiate procedure to accomplish those improvements.
- Access and input information into a computer and generate reports.
- Other duties may be necessary and may be assigned.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Company, including evening, nights and weekends. In addition, attendance at all scheduled training sessions and meetings is required.
- Upon employment, all employees are required to fully comply with Newpark Resort and Hotel rules and regulations for the safe and effective operation of the facilities. Employees who violate Company rules and regulations will be subject to disciplinary action, up to and including termination of employment.

### Qualifications

The individual must possess the following knowledge, skills and abilities and be able to demonstrate that he or she can perform the essential functions of the position:

- Excellent Communications Skills, both written and verbal, are essential. Must be able to speak, read, write and understand English. Proficient Communication Skills, both written and verbal in Spanish are preferred.
- Must possess basic computer skills, including, but not limited to knowledge of: Microsoft Office Applications such as Outlook, Word and Excel. Must have experience in office procedures, ordering materials, securing bids, reconciling transactions and generating reports.
- Must have experience managing projects and ensuring that projects are completed timely and within the budgeted amount.
- The work environment is face-paced, dynamic and team-oriented. Position requires employee to be a team leader and there is moderate direct supervision of the position.
- Must have a thorough knowledge of all types of mechanical equipment such as chillers, boilers, water softeners, and refrigeration equipment.
- Must have thorough knowledge of plumbing and electrical systems, and be able to maintain of records of power, water, chemical and fuel consumption.
- Some work tasks are performed indoors, most are outdoors; however, must be able to work in extreme

- temperatures (-10°F) and boiler rooms (+110°F), possibly for one hour or more.
- Must be able to be on your feet or sit at a desk for up to 8 hours per day. Walking and standing are required the rest of the working day. Length of time of these tasks may vary from day to day and task to task. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
  - Must be able to exert well-paced ability in limited space and to reach other locations of the project on a timely basis.
  - Must be able to bend, stoop, squat and stretch to fulfill maintenance tasks.
  - Must be able to lift up to 20 lbs. on a regular and continuing basis.
  - Must be able to lift up to 50 lbs. frequently.
  - Must be able to lift up to 100 lbs. occasionally.

### **Education and Certificates**

High school or equivalent education required. Certified Pool Operators Certification and Bachelor's Degree or related technical school degree preferred.

### **Experience**

Minimum five years in a major hotel, commercial building, retail project or hospital including three years in a supervisory capacity.

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### **To Apply**

For immediate consideration, please forward your resume and references (indicating desired position) to:

EMAIL [jobs@newparkresort.com](mailto:jobs@newparkresort.com)

FAX (435) 615-7767

MAIL Newpark Resort

ATTN: Human Resources

1456 Newpark Boulevard | Park City UT 84098