

## Maintenance Assistant

### POSITION SUMMARY:

Responsible for carrying out general maintenance, preventive and emergency maintenance of the hotel building and equipment

### ESSENTIAL JOB FUNCTIONS:

- Respond to and attend to guest repair requests. Communicate with guests to resolve maintenance issues.
- Perform preventive maintenance on tools, kitchen & mechanical room equipment, including cleaning and lubrication. Update records pertaining to these programs.
- Maintain maintenance inventory and requisition parts and supplies as needed.
- Communicate each day's activities and problems that occur to other shifts using approved communication programs and standards.
- Display basic knowledge or ability to acquire knowledge in the following categories: Air conditioning & refrigeration, electrical, mechanical, plumbing, pneumatic/electronic systems and controls, carpentry & finish skills, kitchen equipment, energy conservation, and/or general building.
- Perform all surface preparation, painting, minor drywall and wood trim repair, light bulb and A/C filter replacement and the complete and thorough clean up of the repair area.
- Refurbishing of furniture, fixtures and equipment.
- Ground maintenance including general care of potted plants, lawn, ground covers, trees, landscaping and parking lot,
- Test, troubleshoot and perform basic repair on all types of equipment, plumbing, electrical components including lamps, cosmetic items, extension cords, vacuum cleaners, internet devices, replace electrical switches and outlets, and other guestroom items.
- Display basic computer skills including inputting air handler schedules and making temperature changes.
- Inspect facilities and systems and take appropriate action as indicated by observation or system demands to ensure that equipment and systems are operating normally and within the prescribed limits.
- Process and complete all work orders assigned and ensure that work performed complies with all applicable codes, safety, sanitation rules and regulations.
- Utilize and update the operating, maintenance and procedure logs where applicable.
- Ensure safe work procedures are followed. Report and act upon any unsafe acts, conditions and injuries promptly. Observe OSHA, health and safety rules and regulations and ensure that all work is done in accordance with jurisdictional codes as well as manufacturer's recommendations.
- Adhere at all times to the highest standards of professional, personal and ethical conduct, as well as, policies, procedures and property rules.
- Perform other duties and/or special projects as assigned.

**JOB QUALIFICATIONS:**

- High school diploma or equivalent required. Trade or Vocational School graduate desired.
- Two–Five years work experience in building maintenance is required.
- Working knowledge of one or more trades desired (electrical, carpentry, plumbing, painting, A/C Refrigeration, landscaping) depending on the individual property needs.
- Ability to work flexible schedule based on operational needs. Weekends and holidays may be required.
- Ability to read and understand various written communication, instructions, blue prints & schematics, work orders and repair manuals, as well as read various meters in English.
- Ability to perform mathematical calculations. To handle calculations for various maintenance projects.
- Ability to communicate verbally over the phone and in person with internal and external customers in English.
- Ability to communicate in writing to provide maintenance reports; handle work orders and assignments in English.
- Ability to operate company vehicles such as a truck and hydraulic lift (proper operational and safety training is provided).
- Positive, hospitality oriented attitude towards our guest, employees and our company.
- Will assume role of department lead in absence of the Director of Engineering.
- Additional duties as assigned by management.

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for long periods of time
- Bending, twisting, lifting, pushing and pulling, kneeling and grasping
- Ability to climb hand over hand to climb ladders
- Ability to work on projects directly above your body while standing up either on the ground and/or a ladder and looking upward with both hands being used to handle the task at hand.
- Ability to kneel, crouch, stoop, squat and twist to handle various maintenance projects that involve in low areas such as under a counter or on the ground.
- Ability to lift, push and/or pull 100 pounds maximum with frequent lifting and/or carrying of objects weighting up to 50 pounds with or without the aid of a dolly hand-truck or cart.

**ENVIRONMENTAL SETTINGS**

- Safety requirements, adhere to company property and department safety standards and procedures at all times.
- Exposures to chemicals
- Operation of equipment and tools

**GROOMING:**

- All employees must maintain a neat, clean and well-groomed appearance.
- Uniforms for this position will be provided

