

Maintenance Director

POSITION SUMMARY:

Walla Walla's historic hotel is looking for a multi-skilled candidate with technical maintenance and good people skills. The Maintenance Director will be responsible for preserving the good condition of hotel infrastructure and ensure that facilities are safe and well-functioning including general, preventive, and emergency maintenance on the facility, equipment, and grounds. Ensure the upkeep of guest areas to maintain an attractive hotel.

ESSENTIAL JOB FUNCTIONS:

- Conduct walk-through and visually assess the safe and efficient maintenance of physical structure(s) of the hotel, mechanical, electrical, H.V.A.C and all other hotel systems and related equipment.
- Supervises maintenance staff to include hiring, training, evaluating performance, resolving disciplinary issues and terminations.
- Directs maintenance employees in the maintenance and upkeep of the interior and exterior of the property. Inspects completed work for conformance to standards and polices.
- Oversees scheduled maintenance on property equipment including HVAC, elevator, fire and sprinkler equipment, generator, landscape, kitchen equipment.
- Coordinates and oversees repairs and maintenance of building including plumbing, electrical, lighting, equipment, painting, wall coverings, floor coverings, doors, lighting, furnishings and woodwork in common areas.
- Maintains effective Energy Management and Preventive Maintenance programs.
- Informs the General Manager and hotel departments heads, on a regular basis, regarding the specific and overall condition of the building structure(s), related systems and equipment offering prudent, and cost-effective proposals for maintaining same.
- Maintain a well-defined, inventory system with appropriate supply of materials and equipment to carry out the normal day to day duties of a hotel.
- Manage department expenditures to insure conformance with budget.
- Availability to immediately report to the hotel in the event of any hotel emergency which necessitates the skills and expertise of the Property Engineer.
- 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.

JOB QUALIFICATIONS

- Three to Five years related experience and/or training; or equivalent combination of education and experience. Two years' experience as a head or Assistant Maintenance Director in same or similar environment preferred
- Excellent knowledge of electrical systems, components, devices, H.V.A.C. systems, boilers, mechanical systems, and the maintenance and repair of all.
- Excellent knowledge of public construction and building systems
- Skilled in the proper and safe use of all tools, equipment, materials, chemicals, and products relating to the department.
- Ability to analyze all associated systems as to their design, intent, and effective performance.
- Ability to positively communicate and instruct employees, helping in areas where they lack knowledge, skills or experience. Able to rephrase, or "translate" technical information into terms in which a layperson may easily understand.

- Skilled in use of computers & software programs associated with property operations.
- Excellent English verbal and written.

EDUCATION:

- High School Diploma or GED
- Completion of apprenticeship and/or advanced training program and/or any other combination of education, training, or experience that provides the necessary knowledge, skills, and abilities to perform the job.

PHYSICAL REQUIREMENTS

- Ability to bend, twist, kneel and climb.
- Ability to stand and walk for long periods of time.
- Able to 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.
- Ability to handle diverse power tools of various weights and sizes.
- Ability to work on projects directly above your body while standing upright on the ground or on a ladder or scaffolding while looking upward with both hands being used to do 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.

ENVIRONMENTAL SETTINGS

- Adhere to company property safety standards and procedures at all times.
- Exposures to chemicals; adhere to all product recommendations and requirements.
- Operation of equipment and tools; exposure to blades, saws, and other sharp tools.
- Exposure to shop, tool, and equipment noise. Adhere to proper use of PPE equipment.

GROOMING

- Must maintain a neat, clean, and well-groomed professional appearance.
- Uniforms shirts provided.

LICENSES OR CERTIFICATE:

- Valid Driver's License required with good driving record
- Must be able to pass a criminal background check

OTHER:

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.

