



JOB TITLE: Maintenance Engineer

JOB TYPE: Part Time/ Full Time

DEPARTMENT: Maintenance

REPORTS TO: Chief Engineer

**ESSENTIAL DUTIES:**

- Service and maintain equipment and tools
- Maintain departmental records and changes of said records
- Be aware of Hotel occupancy and availability
- Restore out-of-order rooms to “sell status”
- Assists with preventive maintenance including completion of HoliKare Checklist and completes minor repair work orders such as replacing ceiling tiles, light bulbs, patching vinyl, etc to maintain the hotel and keep product quality to standard. Totally responsible for the maintenance of the grounds, i.e...mowing, planting etc. Maintenance and upkeep of the garage, and parking lot
- Assist in checking electrical systems such as air conditioning controls, television sets, lighting systems and makes minor repairs and/or replacements
- Assists in checking and makes minor repairs on general plumbing systems and fixtures such as pipe lines, toilets and sinks, kitchen and laundry equipment
- Refurbishes furniture fixtures within guest rooms such as cabinets, tables, chairs, doors, windows, counters, paints and finishes furniture and fixtures in guest rooms, if needed
- Assists with Valet van driving when needed
- Assists with safety and security of property
- Assist department co-workers in the interest of providing superior guest service
- Reports any hazards or injuries in the department and/or hotel and takes immediate action to correct
- Maintain an organized and well-kept work area / environment
- Any and all tasks deemed necessary by a member of management

**QUALIFICATIONS AND REQUIREMENTS:**

- Basic reading, writing and math skills
- 6 months general maintenance experience using basic hand tools
- Customer Service
- Basic mechanical aptitude
- Ability to work varied shifts including weekends and holidays

**SKILLS AND APTITUTES:**

- Ability to prioritize tasks effectively.
- High quality standards for production and service.



- Maintain a professional and courteous environment. Good team player. High level of morale and productivity.
- Ability to move, push, stoop, kneel with frequent lift/carry approximately up to 60 lbs

PAY RATE: \$19.00

The above statements are intended to be a general description. The omission of a specific duty does not exclude it from the position if work is similar, related or logically assigned. Moreover, the description is subject to change as the needs of the employer or position change.

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