

Hotel Teatro Position Description

Position: Maintenance Engineer	Department: Operations
Status: Non-Exempt	Reports to: Chief Engineer & AGM

Position Summary:

The primary responsibilities of the Maintenance Engineer assist in the day-to-day operations of the department to ensure compliance with safety standards and five stars standards.

Job Requirements Essential Responsibilities:

- Maintains hotel, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools.
- Replaces air conditioner filters.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- May tend furnace, air conditioner, and boiler to provide heat, cool air, and hot water for guests.
- Respond to all alarm systems in the hotel including but not limited to fire panel, radio emergencies.
- Maintaining mechanical equipment to include; pumps, motors, electrical issues, commercial washers and dryers, commercial kitchen equipment, HVAC systems and/or refrigeration.
- IT and PC support for Hotel staff.
- All other duties as assigned by a manager or supervisor.

Skills and Abilities:

- Understand and use specifications.
- Use hands, arms and fingers.
- Work to precise measurements.
- Visualize how finished product will look or how system will operate.
- Lift and move materials and products.
- Read and understand instructions, safety rules, etc.
- Taking instructions and helping other Hotel staff members.
- Basic computer skills and knowledge.
- Work indoors and outdoors in all kinds of weather.

Physical Demands:

- Lifting, moving, etc. of up to 50 pounds of weight.
- Walking, bending, kneeling, etc.
- Being able to meet the physical demands of the position.

Attendance:

- Regular attendance in conformance with the standards set by Hotel Teatro. Employees with irregular attendance / tardiness will be subject to disciplinary action, up to and including termination of employment. Upon employment, all employees are required to fully comply with Hotel Teatro's rules and regulations or be subject to disciplinary action, up to and including termination of employment.

Experience and Education:

- 1 year of experience required, 2-3 years of experience preferred in Hotel Maintenance or Hospitality and entry level IT support environment or related field.
- High school diploma or equivalent required.

I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.

Manager's Signature

Date

HR Initials

