



Golf & Conference Center

## Job Description for Maintenance

*This brief job profile is to give a general idea of the job and in no way states or implies that these are the only duties to be performed by the employee in this position. In our employees, we look for a passion to anticipate and meet our guests' needs and an insatiable desire to attain the highest levels of quality and service in all areas of the hotel. Interacts with guests in a courteous and efficient manner, an eye for detail and high job standards. English verbal communication skills; second language a plus.*

**Job title: Maintenance**

**Department: Maintenance**

**Reports to: Chief Engineer**

**Level: Hourly**

**Type of position:**

**Hours \_\_\_/week**

Full-time

Exempt

Part-time

Nonexempt

**Brief General Job Description:**

Maintenance work to ensure the general maintenance and repair of property. This position requires knowledge of maintenance trades including basic electrical, plumbing, mechanical and carpentry; basic mechanical aptitude for operation and repair of hotel equipment and related tools.

**Essential Functions** (*Duties include but are not limited to:*)

- Responsible for the Guest Rooms Preventive Maintenance Program.
- Respond or perform duties of a groundskeeper
- Handle and double check guest requests in a courteous, efficient, safe manner.
- Maintain proper records of the Rooms Preventive Maintenance Program.
- Complete work order request forms on a daily and timely basis.
- Maintain all mechanical areas in an orderly and clean condition.
- Inspect all public areas daily for burnt light bulbs.
- Maintain log book as required.

NOTE: Other duties as assigned by supervisor or management

**Requirements:**

- Requires standing/walking/bending throughout shift and ability to lift up to 75 lbs.
- Great customer service skills
- Able to work all shifts and flexible schedules including weekends and holidays
- Moving heavy equipment
- Working at heights up to 30 feet
- Basic English language communication and math skills
- General knowledge of technical fields, i.e., carpentry, painting, electrical, etc.
- Requires excellent communication skills, a professional presentation, and an ability to work in a team atmosphere and to make independent decisions.
- May require ability to drive a pick-up truck.

**Work experience requirements:**

- High school diploma, technical/vocational school preferred.

**Education Requirements:**

- Hotel experience preferred, but not required.

**Approved by:**

**Title:**

**Date posted:**