Chief Maintenance Engineer

Department
Maintenance

Reports to: Front Office Manager and General Manager

Job Summary
The Chief Maintenance Engineer is responsible for maintaining the overall operation of the maintenance department and the appearance and functioning order of the hotel. The engineer must be able to work autonomously, as well as with others. The Chief Maintenance Engineer must be willing to respond to emergencies, even after hours, and work with corporate maintenance on special remodeling projects or capital expenditure needs. This position requires overall maintenance knowledge and trouble shooting ability with skills in painting HVAC, carpentry, equipment, electrical and tool handling. Additional duties may be assigned by management.

Job Duties and Responsibilities

• Be able to work a flexible schedule
• Wear a provided Maintenance uniform and nametag at all times on property
• Perform routine maintenance throughout the property, to include painting, carpet/floor cleaning, etc.
• Perform minor adjustments on HVAC systems, including the repair and/or replacement of air conditioning units.
• Maintain proper equipment and supply inventory; follow hotel operations procedures and communicate with the General Manager to ensure that orders are placed for any needed equipment, repairs and supplies.
• Perform minor repairs and/or replacements of room furniture, fixtures, and equipment to include television sets, light fixtures, etc.
• Regularly perform Preventative Maintenance (PM’ing).
• Smile, acknowledge, and greet guests while in guest rooms or any other area of hotel.
• Announce presence and enter guest rooms in accordance with Company standards and procedures.
• Respond to guest’s requests for immediate repairs.
• Maintenance of indoor pool.
• Assist other employees in various assignments, such as collecting/delivering dirty linen to laundry, and assisting laundry or housekeeping, as needed.
• Report lost-and-found items in accordance with hotel procedures.
• Meet all brand compliance standards and QA set forth by Hampton/Hilton Hotels.
Common Guest Areas (Interior and Exterior)

- Clears trash and empties property trash containers daily as well as dog pot
- Sweeps and cleans sidewalks and stairs as needed (trash and weather related)
- Clears debris from parking lot, landscaping, and dumpster area daily
- Vacuums pool every day

Job Requirements

- High school diploma or equivalent
- Prefer at least one (1) year of related general repair
- Must have basic working knowledge of plumbing, painting, HVAC, electrical, and/or general repair skills
- Must have excellent communication and interpersonal skills with the ability to interact with many types of personalities
- Must display very good organization and time management skills
- Must be able to walk and climb/descend stairs approximately 50% of the time
- Must be able to frequently kneel, reach, crawl, and twist torso as needed to accomplish required tasks
- Must be able to regularly lift and carry up to 50 pounds without assistance
- To always maintain a high standard of personal hygiene and appearance

Acknowledgement

As an employee of Crown Hotel and Travel Management, I acknowledge that I have accepted the position outlined in the above job description. Any violations may be considered grounds for disciplinary action up to and including suspension, pending investigation, and possible termination.

_____________________________    __________________________ _______
Print Name (Employee)     Signature (Employee)   Date

_____________________________    __________________________ _______
FOM/General Manager     Signature    Date