



Job description: Hotel Maintenance Manager

Job details

Job Type

Full-timeFull Job Description

Ramada Plaza Resort and Suites features the destination's first rooftop bar and perfect mix of comfort, style and convenience for leisure or business traveler.

This position supports the Management in maintaining the property assets to the highest level by providing direction and supervision to the staff, monitoring various aspects of the day to day operations, preparing reports related to department operations, assisting in staffing, training, evaluating performance and monitoring all PM programs for property.

Essential Functions and Responsibilities

- Maintains engineering department staffing levels so as to provide for optimal performance
- Establishes daily work assignments, and directs flow of same to completion
- Reviews all completed work orders, and inspects completed work as needed to ensure accuracy and quality
- Assists all department heads in handling any unusual maintenance related guest complaints
- Ensures completion to standard of all required preventive maintenance operations
- Assists engineers in diagnosis of problems related to equipment malfunction
- Coordinate all training programs for department personnel
- Provides supervision/support to all Engineering department staff on a daily basis
- Ensures maintenance shop adherence to cleanliness and safety standards
- Maintains storeroom and maintenance shop inventories
- Attends all required hotel meetings to keep abreast of in-house activities/promotions and events; maintain communications with other departments within the hotel
- Assist Management in monitoring energy consumption, maintaining equipment and supply inventories
- Assists Rooms Department in communicating Maintenance Request needs to engineers as needed
- Assists Management in the preparation of ADA compliance checklist
- Assists Rooms Department in communicating Maintenance Request needs to engineers as needed
- Administers; key control system, tool control procedures, credit card control
- Works with Security Department with regard to all repairs and maintenance of electronic/hard key locking systems to insure secure nature of all materials, supplies and information
- Performs periodic inspections of all property assets to ensure maintenance to standard
- Interviews, selects, trains, appraises, coaches, counsels and disciplines departmental personnel according to Loews standards
- Follows New Hire Training in accordance with hotel policy
- Develops with Management all departmental budgets, forecasts and schedules
- Establishes and ensures adherence to all department and Hotels guidelines, policies and procedures
- Reviews/Maintains daily payroll report/records maintaining labor cost within established budgetary guidelines

- Evaluates individual employee performance, determines areas in need of improvement or requirements for advancement, establishes goals, objectives and training needs required to achieve same
- Maintains open communications with all hotel departments to ensure smooth operations and guest satisfaction
- Other duties as assigned

General

- Promotes applies teamwork skill at all times
- Notifies appropriate individual promptly and fully of problems and/or unusual matters of significance
- Is polite, friendly, and helpful to guests, management and fellow employees
- Attends appropriate hotel meetings and training sessions
- Complies with required safety regulations and procedures
- Complies with hotel and department standards, policies and rules
- Remains current with hotel information and changes
- Complies with hotel uniform and grooming standards
- Maintains cleanliness and excellent condition of equipment and work area
- Executes emergency procedures in accordance with hotel standards

Qualifications

- Three to five years as an Assistant Chief or Chief Engineer in a Hospitality environment
- Working knowledge of Electrical, Plumbing, HVAC, Refrigeration and Life Safety, Energy Management operating systems
- Ability to read and interpret architectural/ blue-line drawings
- Knowledge of OSHA regulations, equipment operation and maintenance, record-keeping systems
- Effective management, leadership, organizational and communication skills
- Ability to work flexible schedule to include weekends and holidays
- Ability to work on ladders and lift 50 lbs
- Ability to walk property as needed as well as use golf carts or vehicles

Job Type: Full-time

Pay: \$43,713.00 - \$67,272.00 per year

COVID-19 considerations:

Mask Policy: Staff Members are required to wear Masks in order to protect staff member, other staff members, and guests. Guests are recommended to wear masks and not required.

Please email resume to: resumes@michotel.com