

POSITION profile



Position Director of Maintenance

Function Maintain the entire hotel facility, including the physical building structure, all mechanical, electrical, HVAC systems, and related equipment in accordance with energy conservation and preventative maintenance programs. Ensure the upkeep of guest areas to maintain an attractive hotel.

- Responsibilities**
- ◆ Interview, select, train, supervise, counsel and discipline department associates.
 - ◆ Address and resolve associate concerns in a timely manner.
 - ◆ Conduct probationary and annual reviews.
 - ◆ Coordinate with departments to ensure effective and efficient operation.
 - ◆ Schedule and direct maintenance associates in their work assignments.
 - ◆ Control inventory/equipment costs, minimizing loss/misuse. Ensure adequate operational levels are maintained by calculating inventory & ordering as needed.
 - ◆ Conduct walk-throughs and visually assess the safe and efficient maintenance and operation of the physical structure(s) of the hotel, all mechanical, electrical, HVAC systems and any other related equipment.
 - ◆ Verify completion of all routine maintenance/renovation of public spaces, meeting rooms, ballrooms, outlets, back of the house spaces, and grounds.
 - ◆ Coordinate and monitor activities of contractors on site.
 - ◆ Maintain effective Energy Management and Preventive Maintenance programs. Inform the General Manager on a regular basis regarding the specific and overall condition of the building structure(s), related systems, and equipment offering prudent, cost effective proposals for maintaining these systems.
 - ◆ Completion of mid-month, month-end payroll, and annual budget.
 - ◆ Monitoring associates for adherence to safe work practices and job procedures; evaluating and adjusting the practices and procedures as required.

- Qualifications**
- ◆ 5 - 7 yrs. in a major hotel, hospital, or building, with 4 yrs. in a supervisory capacity.
 - ◆ Detail oriented with outstanding organizational and communication skills.
 - ◆ Excellent leadership capability and associate relations skills.
 - ◆ Ability to train, motivate, evaluate, mentor, direct associates to meet desired ends.
 - ◆ Able to speak, read, write and understand English.
 - ◆ Computer literate, math skills, budgetary analysis capabilities required.
 - ◆ Must have a thorough knowledge of all types of mechanical equipment such as chillers, boilers, water softeners, and refrigeration equipment.
 - ◆ Must have thorough knowledge of plumbing and electrical systems.
 - ◆ Experience in office procedures, ordering materials, securing bids, and of city codes and applicable building laws, building construction, blueprint reading, etc.
 - ◆ Thorough knowledge of provincial laws governing equal employment opportunity, occupational health and safety and Alberta Labour Code.
 - ◆ Must be able to sit at a desk for 2 - 3 hours per day. Walking and standing are required the rest of the working day. Length of time of these tasks may vary from day to day and task to task.
 - ◆ Able to obtain and maintain government required licenses, certificates or permits.

Hours of work As necessary to complete operational and management responsibilities.

Reports to General Manager, Executive Assistant Manager

