

Job Description

Pillar Hotels & Resorts

Title:	Maintenance Engineer
Department:	Engineering
FLSA Status:	Non-Exempt
Effective Date:	June 25, 2012

Scope:

This position will play a key role in the repairs and maintenance of the hotel, accomplishes the preventative maintenance program as directed and support repair and renovation projects.

Primary Responsibilities:

- Effectively and professionally communicates with co-workers and supervisor.
- Follows company policies and procedures.
- Ensures all fire and safety inspections are completed and any discrepancies are corrected.
- Administers the preventative maintenance program as required, properly completing work orders on time.
- Completes training regarding safety, security, department procedures and service guidelines.
- Provides a professional image at all times through appearance and dress.
- Meets with vendors and suppliers to discuss scope of, and products and materials used in, repair activities.
- Obtains pricing and bids as directed.

Note: Other duties as assigned by supervisor or management

Relationships:

Internal: General Manager, co-workers and Area Champion at the property level, Regional Chief Engineer and Corporate Director of Engineering – Field Operations at the corporate level

External: Vendors: For purchasing and receiving supplies
Guests: To provide customer service

Qualifications:

Education/Experience: High School Diploma or GED equivalent. A minimum of 2 years experience in facilities maintenance, plant operations or engineering services for a hotel.

Certification and/or License Requirement: Professional certification and licensure if required by law. Minimum Type III EPA Certification for refrigerant reclamation and charging.

Skills:

- Technical crafts (HVAC, electrical, plumbing, etc.). Specialization in these trades is desired. An ability to advance knowledge in these areas is essential.
- Customer service
- Interpersonal skills
- Attention to detail
- Ability to monitor contractor activity

Working Conditions:

Will be required to work nights, weekends and holidays.

Will be required to work in fast paced environment.

Physical/Cognitive Activities:

This description of physical and mental activities is not intended to describe essential job functions. Rather, its purpose is to give the job applicant a feel for the physical and mental activities of the job to the end that an applicant with a disability can determine whether he or she will be able to do this job either with or without accommodations.

The major responsibility in this position is to accomplish maintenance and engineering functions of the hotel. This person must understand the practices, techniques and technologies required in the work they are performing or monitoring.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.

A significant portion of time will be spent moving about the hotel and frequent lifting of up to 75 pounds and carrying of up to 25 pounds may be required.

Reading and writing abilities are utilized in order to document or record all tasks delegated and completed, to order supplies or to read and understand equipment manuals and plans.

Reasoning abilities are always utilized. Basic mathematical abilities are utilized a significant portion of the time.

This person will need to be able to react quickly in emergency situations and make decisions that may involve the safety of others or a great amount of money.

Organizational Structure:

- **Reports to:** General Manager
- **Subordinates:** None
- **Job title also known as:** Hotel Maintenance

This job description is a general representation of the duties and responsibilities commonly found in Hospitality for this type of position; it may be modified at an individual hotel based upon business necessity.

Employee Signature

Date

***This is not a binding employment contract.**