

Chief Engineer

Department

Maintenance

Job Summary

The Chief Engineer is responsible for maintaining the entire hotel facility, including physical building structure, all mechanical, electrical, HVAC systems and related equipment. This individual ensures the upkeep of guest areas and maintains an attractive hotel. S/he manages all rehabilitation, expansion and special projects, and provides for consistent, cost effective maintenance programs that ensure the Hotels' safe and efficient operation.

Duties and Responsibilities

Including, but not limited to:

1. Maintenance and preventative maintenance of hotel interior and exterior, including parking lot signage, lighting, common areas, electrical and mechanical equipment.
2. Reviews maintenance problems, complaints and work orders to prioritize and schedule work.
3. Inspects property to identify potential and current needs.
4. Solicits bids from contractors and evaluates their proposals. When contractor is selected and employed, ensures that work is completed to specifications.
5. Coordinates with local health, safety, fire, and building inspectors to ensure compliance with applicable codes and regulations.
6. Performs preventive maintenance assignments on a scheduled basis.
7. Services the hotel's pool, including adjusting chemicals and cleaning filters.
8. Completes maintenance logs.
9. Maintains the building exterior if not serviced by a contractor (e.g. lawn care, painting).
10. Supervises and schedules maintenance staff.
11. Has the ability to lift and carry at least 50 lbs.
12. Completes duties and confirms on daily checklist as assigned.
13. Various other duties assigned by Supervisor.

Supervisor

General Manager

Regional Director of Maintenance and Engineering

I have read and understand my job description as stated above.

Signature of Employee

This is not an employment contract.

Date