
HOTEL TEATRO

Position Description

Position: Maintenance Engineer	Department: Operations
Status: Non-Exempt	Reports to: Chief Engineer & Hotel Manager

Position Summary:

The primary responsibilities of the Maintenance Engineer assist in the day-to-day operations of the department to ensure compliance with safety standards and five stars standards of the hotel.

Job Requirements Essential Responsibilities:

- Maintains hotel, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools.
- Replaces air conditioner filters.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- May tend to furnace, air conditioner, and boiler to provide heat, cool air, and hot water for guests.
- Respond to all alarm systems in the hotel including but not limited to fire panel, radio emergencies.
- Maintaining mechanical equipment to include; pumps, motors, electrical issues, commercial washers and dryers, commercial kitchen equipment, HVAC systems and/or refrigeration.
- IT and PC support for Hotel staff.
- All other duties as assigned by a manager or supervisor.

Skills and Abilities:

- Understand and use specifications.
- Work to precise measurements.
- Visualize how finished product will look or how system will operate.
- Lift and move materials and products.
- Read and understand instructions, safety rules, etc.
- Taking instructions and helping other Hotel staff members.
- Basic computer skills and knowledge.

KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION: (specify whether required or preferred):

Area	Comments	Required:	Preferred:
Education:	High school diploma or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Work Experience:	3 - 6 months related experience and/or training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	HVAC, Electrical, Plumbing, carpentry, other general maintenance skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL REQUIREMENTS: How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Frequently
Walking	Frequently	Up to 25 pounds	Frequently
Sitting	Occasionally	Up to 50 pounds	Occasionally
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Rarely	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching Crawling	Frequently		
Talking or Hearing	Frequently		
Tasting or Smelling	Never		

Attendance:

- Regular attendance in conformance with the standards set by Hotel Teatro. Employees with irregular attendance / tardiness will be subject to disciplinary action, up to and including termination of employment. Upon employment, all employees are required to fully comply with Hotel Teatro’s rules and regulations or be subject to disciplinary action, up to and including termination of employment.

I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job requirements.

Employee Signature

Date

HR/Manager’s Signature

Date