



JOB DESCRIPTION

POSITION: Engineering Manager

DEPARTMENT: Engineering

(non-exempt)

IMMEDIATE SUPERVISOR: General Manager

JOB SUMMARY:

Assist General Manager with engineering and maintenance operations of the hotel, hotel property and grounds.

ESSENTIAL DUTIES

- Monitor and make major repairs to hotel including fixtures, refrigeration, heating, ventilation and air conditioning, plumbing, water treatment, electrical systems and grounds.
- Respond to engineering and maintenance concerns.
- Perform and/or monitor maintenance and preventative maintenance projects.
- Respond to all building related safety concerns.
- Report all unsafe conditions or malfunctioning equipment to supervisor.
- Follow procedures that ensure the security of inventory and assets such as tools, supplies, equipment, furniture, televisions, etc., replenishes supplies and inventory in a timely and efficient manner, and minimizes waste.
- Respond in a courteous and prompt manner to all guest questions and/or requests to ensure strong guest satisfaction.

OTHER DUTIES & RESPONSIBILITIES:

- Ensure departmental compliance with Excel Hotel Group maintenance procedures
- Assist in the supervision of Engineering associates.
- Promote teamwork and quality service through daily communication and coordination with other departments
- Assist with other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

- High school diploma, GED, or related vocational training preferred.
- Hotel, institutional, HVAC systems experience of 3 to 5 years preferred.
- Previous management or supervisory experience of 1 to 2 years preferred.
- Flexible and long hours sometimes required, may be required to work nights, weekends, and/or holidays.
- Carrying, lifting, pulling or pushing items weighing up to 100-300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequently standing up and moving about the facility
- Frequently handling objects and equipment to maintain the facility
- Frequently bending, stooping, kneeling, climbing and crawling.

Initials / Date _____ / _____

- Working knowledge of basic plumbing, electrical skills, preventive maintenance procedures, and reasonable understanding of building equipment and hand tools.
- Communication skills are utilized a significant amount of time when interacting with the other hotel staff and hotel guests.
- Reading and writing abilities are utilized in order to document or record all tasks completed, to order supplies, to receive instructions for the day or to read equipment repair manuals.
- Must be able to demonstrate predictable, reliable and timely attendance.
- Must be able to follow verbal directions, and complete assigned tasks on schedule.
- Must be able to work independently or as part of a team, including ability to interact appropriately with others.
- Must be able to work with supervision, receiving instructions/feedback, coaching/counseling and/or discipline.
- Must be able to convey information and ideas clearly.
- Must work well in stressful, high-pressure situations.

DRESS CODE: A professional appearance required. A uniform and nametag is required at all times.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED AND/OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMODATION.

Employee Signature

Date

Supervisor Signature

Date