



Job Description

MAINTENANCE TECHNICIAN

Department: ROOMS DIVISION **FLSA Status:** HOURLY NON-EXEMPT
Reports To: CHIEF ENGINEER **Effective Date:** January 1, 2018

Job Title: MAINTENANCE TECHNICIAN

SUMMARY

This position is to maintain, repair and clean areas/equipment and to assist other trade mechanics in their duties to ensure a safe, and well maintained Hotel.

ESSENTIAL JOB FUNCTIONS

The position requires the ability to perform the following essential job functions, with or without reasonable accommodation:

- Perform highly diversified duties to install and maintain production machines and the facility's equipment.
- Work with all trade mechanics are required to help with repairs and maintenance.
- Change filters on all supply air fans and fan coil units requiring the ability to grasp hand tools and adjust and maintain equipment.
- Clean and paint all mechanical spaces. Must have the visual ability to identify and match colors for painting color coded steam pipes and identifying color coded electrical wire. and the ability to perform duties in confined spaces and awkward positions.
- Clean ceiling diffusers, return air registers and toilet exhausts. Must climb ladder or use a lift, occasionally working at heights above 30 feet.
- Perform regular preventive maintenance on hotel guest rooms and public areas.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during service.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and adjust.
- Perform regular preventive maintenance on machines, equipment and facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.

HOURS AND ATTENDANCE

- Up to 40 hours per week with varied and flexible shifts/days, likely to include nights, weekends, holidays and overtime.
- Regular and predictable attendance in conformance with the Hotel's standards, as may be established from time to time, is an essential job function. Team members with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

MARGINAL OR SUPPORTIVE FUNCTIONS

In addition to performance of the essential function, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the requirements of the hotel.

- Clean and wash chilled water and steam coils
- Punch tubes and clean cooling towers
- Receive deliveries.
- Add chemicals to treat water and sewage systems.
- Due to the nature of the business the individual may be required to do other duties and special projects as assigned by the supervisor, e.g. errands to pick up parts.

PHYSICAL AND MENTAL DEMANDS OF POSITION, INCLUDING ENVIRONMENT

The individual holding this position must be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

- Basic knowledge of skilled trade activities in plumbing, carpentry, electrical and mechanical work and painting.
- Basic mechanical aptitude for operation and repair of hotel equipment.
- Skill in the use of a variety of skilled trade tools (including both hand and electric tools).
- Basic English language communication and mathematical skills to communicate with coworkers, fully comprehend job assignments and perform accurate, simple arithmetic functions.
- Ability to move and work throughout the hotel for the duration of shift.
- Ability to perform tasks requiring bending, stooping and kneeling.
- Ability to push and pull objects or materials weighing up to 100 lbs.
- Ability to climb stairs and ladders, working at heights up to approximately 30 feet for extended periods of time, with the ability to extend arms, often overhead.
- Must have a good mechanical ability and be willing to learn and take direction from trade mechanics.
- Must be able to work in hot, cold and wet conditions and can stoop, kneel, crawl and climb on all types of surfaces.
- This position requires the lifting of tools, equipment or materials weighing up to 75 lbs.
- Grasping, lifting and holding tools and having good finger dexterity.
- While performing the duties of this job, the team member is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The team member must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- OSHA laws require the use of Personal Protective Equipment (PPE) when performing work duties

that have the potential of risk to your health or safety.

- Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.

KNOWLEDGE AND CRITICAL SKILLS

The individual holding this position must possess the following knowledge, skills and abilities:

- Completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience.
- Proof of authorization/eligibility to work in the United States.
- High School Diploma or equivalent.
- Basic mathematical skills and considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.
- Ability to listen effectively and to speak English clearly to communicate with customers and team members and prepare written complex reports.
- Must have coordinating skills as pertains to determining time, place and sequence of operations or action.
- Ability to analyze information and make effective judgments.
- All team members must maintain a neat, clean and well-groomed appearance (specific standards available).

Upon employment, all team members are required to fully comply with the Hotel's rules and regulations for the safe and efficient operation of Hotel facilities. Team Members who violate Hotel rules and regulations may be subject to disciplinary action, up to and including termination of employment.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth:

TEAM MEMBER SIGNATURE

DATE