



## POSITION DESCRIPTION

**POSITION:** Maintenance Technician – Part Time

**REPORTS TO:** Maintenance Manager

### **SUMMARY OF FUNCTION:**

The Maintenance Technician is responsible for providing routine maintenance to the interior and exterior of the hotel and property and for adjusting and undertaking minor repairs to the HVAC, ventilation, lighting, plumbing and electrical systems. The Maintenance Technician complies with all policies and procedures and directives of the hotel management.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

**Competency 1:**                      **Routine maintenance to the hotel and property and minor to HVAC, ventilation, plumbing and electrical systems.**

#### **Demonstrated and evidenced by:**

- Cleaning and maintaining the interior and exterior of the hotel and property.
- Making adjustments and undertaking minor repairs to HVAC, ventilation, lighting, plumbing and electrical systems.
- Troubleshooting HVAC, electrical, plumbing, roofing, masonry, flooring and communicating with contractors.
- Performing work at heights, on ladders and on the roof.
- Performing routine maintenance jobs and repairs such as painting, wallpaper, and drywall.
- Clearing snow and ice from walkways and parking areas in winter.
- Tending to property and gardens to remove garbage and debris multiple times daily.
- Maintaining, testing, and cleaning the pool daily.
- Signing off on monthly fire safety and suppression systems and equipment.
- Performing other duties as assigned by the Manager.

#### **Outcomes:**

1. The building and property are properly cleaned and maintained.

**Competency 2:**                      **Promotes and ensures a safe workplace environment.**

#### **Demonstrated and Evidenced By:**

- Maintenance of knowledge and compliance with the provisions of the Occupational

Health and Safety Act and regulations and all workplace health and safety policies, programs, and practices.

- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including employees, guests, to the immediate supervisor, and/or the General Manager, as appropriate.

**Outcome:**

1. Workplace injuries are prevented and minimized.

**Competency 3: Engages in effective communications and treats everyone with respect.**

**Demonstrated and Evidenced By:**

- Communicating in a respectful manner to all guests, customers, and employees.
- Respecting and valuing the work of others.
- Understanding and demonstrating the value of teams and working collaboratively with others.

**Outcomes:**

1. High quality services that meet the needs of guests and customers are provided.
2. All guests, customers and employees are treated with dignity and respect.
3. Effective working relationships are established and maintained.
4. The Hotel's profile and reputation of excellence continually improves.

**QUALIFICATIONS:**

**Education:**

- Grade 12 graduate is the minimum education requirement for this position.

**Experience:**

- At least six months experience with drywall, painting, electrical, pool maintenance and plumbing repair.

**Skills and Other Requirements:**

- Must have valid G driver's license.
- Must be able to lift and carry upwards of 75 pounds.
- Must possess excellent interpersonal skills and ability to work within a diverse multicultural environment.
- Possess training (on the job) and skills in the use of power tools and various maintenance equipment.
- Must be able to work shift work and have proven dependability.

Interested applicants are invited to forward a resume to the attention of both:

***Cindy Beauchamp, Director of Rooms***

**Via email:**

[cindy.beauchamp@quattrossm.com](mailto:cindy.beauchamp@quattrossm.com)

AND

***Mike Braykovich, General Manager***

**Via email:**

[mike.braykovich@quattrossm.com](mailto:mike.braykovich@quattrossm.com)