

Maintenance Technician with Administration Duties

Reports to:

General Manager / Estate Manager

Location:

Holiday Inn Express, 106A University Street, Belfast, BT7 1HP

Hours of Work:

40 hours per week

Rate of Pay:

Dependent upon experience

Experience and Qualifications

Essential

- Experience in a maintenance role
- Good understanding of English, both written and oral
- Ability to multi-task in busy environment and adhere to hotel the Standard Operating Procedures

Desirable

- Experience within the hospitality industry

Job Profile:

Keep all equipment in good repair with a minimum of downtime by providing day-to-day maintenance of the hotel

To complete maintenance work orders from all departments on a timely basis

Maintaining records of any works and checks

Continually work towards and support the improvement of engineering service to guests, other departments and fellow staff

Duties and Responsibilities:

- Respond and attend to guest repair requests
- Responsible for maintaining, scheduling and recording preventive hotel maintenance plan like turn around mattress, descaling shower heads, weekly & monthly fire safety equipment checks etc.
- Welcome and acknowledge all guests according to company standards, anticipate and address guests
- Understand and operate advanced electrical, plumbing, refrigeration, and boiler systems
- Communicate, order & facilitate any work require to be done by outside contractor or supplier
- Check for new maintenance requests from maintenance book and update remarks once the task is completed

- Update the maintenance work order form in purchase control card and keep track of spending compare to monthly budget
- Ability to interpret readings from meters & gauges and other measuring units
- Ability to prioritize and organize work assignments
- Ability to work under pressure situations and exercise good judgements
- Ability to focus attention on details, speed and accuracy
- Ability to maintain confidentiality of hotel guests and pertinent hotel information
- Ability to ensure security of guest room access and hotel property
- Ability to read and understand test equipment, measuring devices, and safety manuals
- Perform maintenance activities in the guest room & public & staff areas like painting, repairing walls, plunging toilets, unclogging drains, repairing all types of hardware, electrical equipment including lamps, air conditioners / HVAC and AC ducts
- Program TV's and perform general housekeeping and engineering-related inventory duties
- Test, troubleshoot and perform basic repair on all types of equipment
- To clean, lubricate, protect, and otherwise maintain all tools and equipment in the hotel
- To operate as an independent mechanic by analyzing problems, identifying courses of action, and implementing solutions with available resources and to a high degree of quality
- To be available for any emergencies and act in an engineering capacity to protect guests and associates, and preserve the building and its systems during the emergency
- To monitor fire Alarm / Life Safety System systems as necessary, to be fully informed of the system operation and to handle emergencies involving the systems
- Carry out specific oral and written instructions
- Maintain maintenance inventory and requisition parts and supplies as needed
- Ensure uniform and personal appearances are clean and professional, maintain confidentiality of proprietary information, and protect company assets
- Maintains the hotel facility and related equipment in a safe and efficient manner
- Performs other duties as assigned by General Manager and Estate Manager
- Train and instruct other members of the staff through sharing of knowledge and skills
- To be able to work in a neat and efficient manner, keeping work areas clean and well organised