



Job Title: Maintenance Technician with Administration Duties

Location: Rotational across the Andras Hotels Group

Rate of Pay: Dependent upon Experience

Hours of work: 40 hours per week

Responsible to: Project and Facilities Manager

Purpose of Job:

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.

Experience / 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



Main Duties and Responsibilities:

- Respond and attend to guest repair requests
- Responsible for maintaining, scheduling and recording preventive hotel maintenance plan, including 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 required 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 compared to monthly budget
- Ability to interpret readings from meters, gauges and other measuring units
- Ability to prioritise and organise work assignments
- Ability to work under pressure 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 and public and staff areas, including painting, repairing walls, plunging toilets, unclogging drains, repairing all types of hardware, electrical equipment including lamps, air conditioners / HVAC and AC ducts
- Programme televisions 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 analysing 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
- Maintain the hotel facility and related equipment in a safe and efficient manner
- Perform other duties as assigned by General Manager and Project and Facilities Manager
- Train and instruct other members of 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

Andras Hotels Employee Benefits

Andras Academy – progression opportunities within the Andras Hotels Group
Andras Hotels Staff Benefits Scheme – discounts on shopping, travel, food
Holiday Entitlement
Work for globally renowned Hotel Brands
Continuous Job Vacancies throughout the Group
Uniform
Staff meals while on duty

IHG Employee Rewards:

50% Discount on Food and Drink
Employee Rates Worldwide

Accor Employee Rewards:

30% Discount on Accommodation
Vouchers

Hampton by Hilton Rewards:

Hilton Honors

Note: The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable requests or duties directed by Management