

## **Preventative Maintenance**

### **Role Summary**

Reporting to the Engineering leadership team, this position is responsible for performing scheduled maintenance in guest rooms, meeting rooms, and/or public spaces, as required.

### **Accountabilities**

- Maintain, repair and clean all guest rooms in accordance with the property room preventative maintenance procedures and guidelines/checklists
- Perform preventive maintenance on guest related equipment
- Responsible for flipping/inspecting mattresses, box springs and assembling furniture
- Vacuum behind and underneath furniture in guest rooms and public spaces upon completion of maintenance, repairs or projects
- Maintain cleanliness of carpets and upholstery by spot cleaning
- Ensure all necessary hardware and appliances are present in guest rooms and in working order
- Replace and dust/clean light fixtures and replace light bulbs
- Repair grout and caulking in kitchens, kitchenettes and washrooms
- Perform general cleaning of all guestroom surfaces including tub, wall tiles, floors, walls, windows, and mirrors
- Perform minor repairs such as patching drywall, plunging toilets, replacing batteries or fuses etc.
- Apply paint, stain and other finishes to property walls, ceilings and furniture using brushes, spray guns or rollers, while maintaining property colour scheme specifications
- Apply primers or sealers to prepare new surfaces such as bare wood or metal for finish coats
- Remove old finishes by stripping, sanding, using water or abrasive blasting
- Touch up, repair and stain furniture where needed
- Perform equipment readings, meter readings and maintain logs
- Perform routine repairs and assist engineers on major repairs of all hotel equipment including small appliances, kitchen equipment, laundry equipment, boilers, plumbing, pool equipment, HVAC, hand and power tools
- Address and respond to guest's service needs, including guest calls in a professional, positive, and timely manner
- Welcome and acknowledge each and every guest with a smile, eye contact and a friendly verbal greeting using the guests' names when possible
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Requirements**

- Basic painting, staining and general repair/maintenance skills required
- Previous hotel, resort or building operation experience required
- Familiarity with WHMIS standards, Material Safety Data Sheets (MSDS) etc. an asset
- Health & Safety training, an asset

### **Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays

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- Required to move, lift, carry, pull and place objects weighing less than or equal to 30 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move through narrow, confined or elevated spaces
- Move up and down a ladder
- Move over sloping, uneven or slippery surfaces

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