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# Example of Hotel Maintenance Engineer Job Description

Our company is growing rapidly and is looking to fill the role of hotel maintenance engineer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel maintenance engineer

* Ensure compliance with company policies H&S/Food Hygiene, fire safety
* To comply fully with the hotel and brand purchasing procedures using nominated suppliers
* Develop and follow up action plans and recommendations as highlighted during RTM’s/TOMs technical visits and technical audits
* Any other duty as deemed suitable by the Hotel General Manager
* Operate and maintain hotel mechanical systems such as domestic water system, hot water systems, chilled water systems, pool systems
* Assist other engineers with repairs
* Fill out daily paperwork
* Maintains and organizes parts inventory by receiving and labeling ordered parts and fixtures, placing parts and fixtures on designated shelves, logging and accounting for parts and fixtures received and used, analyzing logs to determine frequency of use and need for replacement, and keeping track of owners manuals, warranty expiration dates and service bulletins
* Assist with building maintenance and completing work orders such as replacing ceiling tiles, light bulbs, patching vinyl, , to maintain the hotel and keep the product quality standard
* Maintains a safe work and storage areaby cleaning and organizing designated storage area, storing tools and materials, repairing or replacing old or broken tools and equipment following established procedures, and following established safety standards while using tools and equipment

## Qualifications for hotel maintenance engineer

* Previous experience as a hotel engineer is preferred or comparable maintenance experience at an establishment such as apartment complex or office building
* Prefer basic skills in reading prints, schematics, and equipment operations instructions
* At least 1 year maintenance or engineering experience, preferably in a hotel establishment
* Experience in maintenance or building trades preferred
* Must supply all personal hand tools needed to meet the requirements of the job
* Must have valid driver’s license, safe driving record, and be willing to utilize own vehicle for business purposes