



1629 W. Park Street, Livingston, MT 59047

POSITION TITLE: Chief Engineer / Head Maintenance Technician

REPORTS TO: General Manager

POSITION SUMMARY:

Keep all equipment in good repair with a minimum of downtime by providing day-to-day maintenance of the hotel and to complete maintenance work orders from all departments on a timely basis by following hotels standard operating procedures.

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

MAINTENANCE TECHNICIAN DUTIES AND RESPONSIBILITIES:

- Respond and attend to guest repair requests with urgency.
- Welcome and acknowledge all guests according to company standards, anticipate and address guests.
- Understand and operate advanced electrical, plumbing, refrigeration, and boiler systems.
- Communicate with different types of people to comprehend what they want and to provide them with information and assistance.
- Check for new maintenance requests from the PMS (Property Management System) and update remarks once the task is completed.
- 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 like plunging toilets, unclogging drains, repairing all types of hardware, electrical equipment including lamps, air conditioners / HVAC and AC ducts.
- Perform maintenance activities in hotel public areas like plunging toilets, unclogging drains, repairing all types of hardware, plumbing and electrical equipment and cosmetic items.
- 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 (24/7) 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.
- Read and understand blueprints, schematic drawings, and technical parts breakdown.
- Carry out specific oral and written instructions.

- Maintain maintenance inventory and requisition parts and supplies as needed.
- Ensure uniform and personal appearance 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.
- Train and instruct other members of the staff through sharing of knowledge and skills.

PREREQUISITES:

To be able to work in a neat and efficient manner, keeping work areas clean and well organized. Ability to multi-task in busy environment and adheres to Marriott's Brand Standard and Lodging Dynamics Standard Operating Procedures.

EDUCATION:

ITI or Diploma holder in Air conditioning and refrigeration or electrical or civil or mechanical.

EXPERIENCE:

Minimum 1 to 2 years' experience in a similar role with a good understanding of English, both written and oral.

COMPENSATION / BENEFITS:

Compensation depends on skill and experience. Comprehensive benefits including health, dental, vision, life and disability insurance, 401K, and paid leave.

SUBMIT RESUMES TO: General Manager, Kelly Baker @ kelly.baker@ldhg.com