



Job Title	Maintenance Supervisor
Department	Maintenance
Reports to	General Manager / Maintenance Manager

### **Job Purpose**

The Maintenance Supervisor must be competent, proactive, reliable and have a great eye for detail. He or She will oversee and work hands on with all maintenance team members, in order to upkeep and maintain hotel facilities. They must have technical skills and knowledge of various crafts such as carpentry, plumbing, electrical etc. Knowledge of administrative tasks are also essential.

### **Skills and Requirements**

- Proven experience as Maintenance Supervisor or similar role.
- Strong technical knowledge of all building systems (electrical, heating, etc).
- Knowledge of health and safety practices and regulations.
- Excellent verbal and written communication skills.
- Must be a positive leader, highly motivated and self-directed.
- Proactive with an eye for detail.
- Ability in multitasking and time-management.
- Able to proficiently operate computer systems and experience with Microsoft Office products.
- Professional certificates preferred (HVAC, CMRP, etc)

### **Duties and Responsibilities**

- Inspect facilities to determine problems and necessary maintenance.
- Inspect and maintain building systems.
- Establish and oversee daily priorities for team members.
- Monitor inventory / equipment and advise maintenance manager of supplies needed.
- Supervise tradesmen when needed.
- Participate in coordination of projects.
- Ensure adherence to quality standards and health and safety regulations.
- Ensure full compliance of hotel operating controls, SOP's, policies, procedures and service standards.