

## PERDIDO BEACH RESORT

### Position Description

Position Title: **General Maintenance**

Department: **Engineering**

Reports to: Director of Engineering or  
Asst. Director of Engineering

FLSA Designation: Nonexempt

Date Written/Revised: 10/01/02

**POSITION PURPOSE:** To maintain, repair and clean all areas and equipment of the Resort. To assist other Engineering employees in their duties to ensure a safe, clean and well maintained hotel.

#### **EXAMPLES OF DUTIES:**

##### *ESSENTIAL FUNCTIONS:*

Average  
Percent  
of Time

- 45 • Work with all Engineering employees as required to help with repairs and maintenance. Must have good mechanical ability and be willing to learn and take direction. Skill in the use of basic hand and electric tools and familiarity with parts and materials is required. This individual must be able to work in hot, cold and wet conditions and be able to stoop, kneel, crawl and climb on all types of surfaces. The position requires the lifting of tools, equipment or materials weighing up to 200 lbs. Use of ladders and climbing on equipment up to 30 feet high will be required to maintain equipment. Grasping, lifting and holding tools and having good finger dexterity is required.
- 45 • Maintain and repair doors, furniture, hardware, windows, hang art work and headboards, etc. Climb on ladders, stoop, push or pull heavy furniture, and grasp hand tools. Visually inspect, diagnose problems, take measurements and make necessary adjustments to items such as door hardware to ensure safe, smooth operation of guestrooms, public space and back of the house facilities. This will involve the extension of arms to replace ceiling tiles, lifting and positioning of sheetrock, replacing chair rails and corner moldings, kneeling to repair wood floors and formica work.
- 5 • Assist guests with door lock problems using moderately complex hand held electronic apparatus.

#### **Other:**

Regular attendance in conformance with the standards, which may be established by Resort from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.

Upon employment, all employees are required to fully comply with Resort rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

#### **SUPPORTIVE FUNCTIONS:**

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In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the hotel

- Add chemicals to treat water, pools and jacuzzis, and sewage systems.
- Due to the nature of the business the individual may be required to do other duties and special projects as assigned by the supervisor, e.g. errands to pick up parts, making props or cleaning of the workshop.
- Maintain inventory of supplies needed to perform job function.
- Report major repairs and items which cannot be repaired to the Engineering Office for further action and if necessary, place a room out of order.
- When entering an occupied guest room with the guest present, explain the purpose of your visit and get permission to proceed. The door should be left open.
- If the guest is not present or the room is unoccupied, place your maintenance cart across the doorway but leave the door open. If no cart is available, close and lock the door while you are in the room.
- When leaving a guest room make sure the door is closed and secured.
- While on the guest room floors be alert for persons loitering or who appear in any way suspicious. Immediately report their location and description to management. Observe them from a safe distance until assistance arrives.
- During any tour of guest room floors or public areas be aware of your security obligations. Report anyone loitering or who appears suspicious. Secure any electrical room, mechanical room, storage room, linen room, etc., if no one is working in the room. Secure all unused function rooms. Secure remote area rest rooms if no activity is taking place in the area. Make sure exterior emergency exit doors are secured against ingress. Make sure all lighting is functioning properly.

### **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Basic knowledge of all maintenance trades, including basic electrical, plumbing, mechanical and carpentry.
- Basic mechanical aptitude for operation and repair of hotel equipment.
- Skill in the use of related tools (including both hand and electric tools).
- Basic mechanical aptitude for operation and repair of hotel equipment.
- Skill in the use of a variety of skilled trade tools (including both hand and electric tools).

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- Basic English language communication and mathematical skills in order to communicate with co-workers, fully comprehend job assignments and perform accurate, simple arithmetic functions.
- Ability to move and work throughout the hotel for the duration of shift.
- Ability to perform tasks requiring bending, stooping and kneeling.
- Ability to push and pull objects or materials weighing up to 100 lbs.
- Ability to climb stairs and ladders, working at heights up to approximately 30 feet for extended periods of time, with the ability to extend arms, often times overhead.
- Ability to grasp, lift or carry items weighing up to 200 lbs., waist high.

### **QUALIFICATION STANDARDS**

#### **Education:**

Any combination of education and experience equivalent to graduation from high school or any other combination of education, training or experience that provides the required knowledge, skills and abilities necessary to perform the functions of the job. High school diploma preferred.

#### **Experience:**

Experience is not essential, however the individual should be mechanically inclined.

#### **Licenses or certificates:**

No licenses required.

#### **Grooming:**

All employees must maintain a neat, clean and well groomed appearance (specific standards available).

#### **Other:**

None.