

## Maintenance Personnel Job Description

**Objective:** To represent the highest standard of excellence in facility upkeep.

**Reports to:** Maintenance Manager

**Specific Expectations:** The primary purpose of the position is to continuously provide the highest of maintenance standards in all work and service. Working as part of a team, the Maintenance Personnel will have a direct impact on the general success of both the Maintenance department and Canad Inns. The Maintenance Personnel will maintain an atmosphere and service that are conducive to guest satisfaction, ensuring future returns.

### Opening Duties:

1. Sign in on timesheet and check communications binder/board for pertinent information and memos regarding the pending shift;
2. Sign out keys to be used throughout shift;
3. Attend pre-shift meeting, if required;
4. Receive assignment sheets from management;
5. Prioritize work orders;
6. Gather supplies and equipment required to complete work orders;
7. Walk through the entire property and by entrances and exits;
8. Ensure coolers and freezers are set to the appropriate temperature.

### Shift Duties:

- ✓ Attend to pool and hot tub duties as required;
- ✓ Complete assigned work orders efficiently;
- ✓ Follow all safety practices and procedures as per Canad Inns and Workplace Health & Safety policies;

- ✓ Gather equipment and tools;
- ✓ Interact with guests and employees in a professional manner;
- ✓ Maintain lot and outdoor facilities;
- ✓ Perform a routine inspection;

**Closing Duties:**

1. Return all tools and equipment;
2. Clean the work area;
3. Check with Guest Services to ensure no other maintenance is required;
4. Do final inspection on entrances and exits;
5. Hand in keys and sign out on timesheet.

**Qualifications:**

- ✓ Able to work days, evenings and/or weekends;
- ✓ Articulate communicates both verbally and in writing;
- ✓ Can acquire a Criminal Background Check and It's Good Business and Forklift Handler certificates;
- ✓ Clean with good hygiene habits;
- ✓ Good disposition;
- ✓ Mechanic skills;
- ✓ Multi-tasks efficiently;
- ✓ Organized, accurate and reliable;
- ✓ Physically fit and able to perform heavy lifting;
- ✓ Positive attitude;
- ✓ Recognizes and resolves problems quickly and efficiently;
- ✓ Understands the Workplace Health & Safety guidelines;

- ✓ WHMIS trained;
- ✓ Willing to learn and take orders and direction.

**Supplies & Equipment:**

1. Clean and pressed uniform with nametag
2. Valid driver's license and clean driving abstract

**Workplace Abilities:**

- ✓ Bend and stretch frequently;
- ✓ Complete duties in all weather conditions;
- ✓ Deal with loud noises, large crowds and potentially upset guests;
- ✓ Handle hazardous materials safely and with precaution;
- ✓ Perform safe heavy lifting;
- ✓ Stand, walk and remain on feet and perform job duties for entire shift duration;
- ✓ Work quickly and quietly.

**All job descriptions are subject to a periodic review. Other duties will be assigned occasionally by management. Changes will be discussed prior to or at the time of amendment.**