

POSITION profile



Sheraton
CAVALIER CALGARY HOTEL

Position	Shift Maintenance
Function	Responsible for general maintenance including responding to guest rooms, public spaces and outlets for repairs; monitoring areas, equipment and controls; ongoing preventative maintenance and assisting other associates.
Responsibilities	<ul style="list-style-type: none">• General repairs to guest room fixtures, furniture, TV, toilet, sinks, shower, plumbing, beds, windows, A/C units, walls, carpet, doors, locks, lamps, etc.• Perform regular building walks twice during a shift to ensure doors are locked, exits are clear, areas are secure, etc.• Monitoring and recording functioning of hotel's physical plant twice daily, reporting defects and making corrections or repairs as required.• Removing garbage, boxes and other trash from outlets, kitchen and maids closets.• Removing ice, snow, mud, debris, etc. from sidewalks, parking lot, etc. and apply ice melt as necessary.• Restocking supplies to public and associate washrooms as required.• Performing clean up of Maintenance Department areas and other departments to maintain safety, security and good appearance.• Assisting guests with vehicle problems, ie; boosting cars, opening broken locks, etc.• Perform daily inspection of work area and equipment to ensure everything is in working order, and write work orders for equipment in need of repair.• Perform all duties in a safe manner according to established safe work practices.• Report any accidents, injuries, near misses and/or hazardous conditions.• Other related duties as necessary.
Qualifications	<ul style="list-style-type: none">• Requires good English communication skills, both verbal and written.• Must have all around skills and be able to make minor electrical, plumbing, a/c, painting, wallpaper and carpentry repairs.• Must be able to stand and walk around performing duties for up to 4 hours in length.• Friendly and professional demeanor.• Physically fit; bending, lifting, pushing, etc. as necessary.• Must be able to perform duties without supervision.
Hours of work	8 hours per day, any day of the week (day shift).
Reports to	Maintenance Director