

Maintenance Manager, Hotel Elan

Department: Maintenance

Supervisor: General Manager

Direct Reports: No

Hotel Overview

Hotel Elan is a 62-room luxury boutique hotel located steps from the stylish 17th Ave SW Restaurant and Entertainment District. Our property consists of 20 traditional hotel rooms and 42 one and two-bedroom suites, all with a modern European design.

Position Mandate

To ensure all engineering/maintenance operations, including maintaining the building, grounds, mechanical equipment, guestrooms and utility systems are maintained in excellent condition. Accountable for managing the maintenance budget, preventative maintenance and energy conservation. Responsible for maintaining regulatory requirements and leadership of the Health & Safety program.

Primary Responsibilities

Responsibilities and essential job functions include but are not limited to the following:

- Develop and implement a preventative maintenance and upgrade plan to cover all tasks to be completed on a regular basis, to ensure building, equipment and grounds are maintained in excellent condition
- Troubleshoot and repair (or sub-contract) malfunctions in mechanical or electrical systems (e.g., HVAC, plumbing) and other equipment throughout the hotel; communicate with other departments to ensure timely response to issues
- Plan and oversee all repair and installation activities; monitor and coordinate outside contractors in accordance with all contracts, service agreements and warranties
- Review ongoing service contracts to ensure superior performance and competitive pricing
- Monitor energy and water management programs to ensure cost effective use of utilities
- Develop and review Standard Operating Procedures for the Maintenance Department
- Develop and maintain records of all maintenance work, including inspections, certifications, reports and logs
- Maintain adequate inventory of tools, equipment and stock; place orders when necessary
- Lead hotel Health and Safety Program; ensure the hotel complies with all government regulations pertaining to building code requirements, health, fire and safety programs, including employee training
- Monitor expenses and control the budget for maintenance
- Other duties as assigned

Qualifications & Skills

- Trades or construction experience with basic understanding of electrical, plumbing, HVAC, painting, masonry, and carpentry
- 5th class power engineer
- A minimum three years' relevant experience—preference will be given for Hotel-specific experience
- Valid driver's license (must provide driver's abstract)
- Proficient working knowledge of the Internet, Microsoft Office (Excel and Word) and Gmail
- Excellent communication, guest service and time management skills
- Exceptional organizational skills and an effective problem solver
- A team player and a self-starter
- Must be willing to help other departments with their job duties and be a team player
- Must have or attain Standard First Aid Certification within one month of start date
- Must undergo a criminal record check
- Climbing, reading, standing, walking and routinely lifting 25 lbs to 50 lbs

Languages

- Must be able to speak, read and write in English

Visa Requirements:

- Must be legally eligible to work in Canada. The hotel is unable to assist candidates in obtaining Canadian work authorization.

Job Type

- Full-time

Job Location

- Calgary, AB

To apply, send your resume, cover letter and salary expectations to applications@hotelelan.ca with "Maintenance Manager" in the subject line by Monday, December 5, 2016. Only applicants selected for interviews will be contacted. We look forward to hearing from you.