



## Maintenance Engineer

---

**Reports To:** General Manager of the Fairfield Inn & Suites by Marriott of Wausau

### Job Summary

The Maintenance Engineer ensures the safety, security, asset protection and low incidence of guest problems for the hotel facility and grounds.

### Scope of Work

- Initiate the daily, preventative and responsive steps needed to maintain the building, equipment and grounds in a safe, economical, efficient and attractive fashion, consistent with hotel policies and procedures. This includes but is not limited to HVAC, mechanical, electrical, plumbing, equipment, furniture, fixtures, wall and floor coverings and basic construction.
- Maintain company and franchise maintenance standards for both guest rooms and public areas and inspect them to ensure that standards are met.
- Review maintenance problems, complaints and work orders to prioritize and schedule work assignments.
- Keep facility in full compliance with local, state and federal laws and regulations, including OSHA and ADA. Perform regularly scheduled safety inspections, including but not limited to, fire safety devices of the hotel to maintain compliance with all city codes.
- Supervise the completion of all repairs necessary to keep lodging and food service functions available for occupancy and operation.
- Service the hotel's pool including cleaning, appearance, and chemical balance and completing maintenance log.
- Monitor the level and quality of services performed by outside contractors in accordance with all lease agreements, service contracts and warranties.
- Ensure implementation of an ongoing preventative maintenance program to limit the deterioration of the building, equipment and grounds. Complete maintenance logs.
- Perform regularly scheduled inspections in order to direct and complete the work as outlined in the preventative maintenance program of all equipment.
- Train colleagues in aspects of property maintenance, as needed.
- Interface with department heads and others to ensure proper care, including hotel upkeep and upgrades.
- Assures that basic mechanical and/or electrical equipment, machinery and/or circuitry of the property are kept in good working order.
- Maintain tool inventory and condition. Keep maintenance storage room and maintenance room cleaned and organized.
- Monitor departmental cost by forecasting and comparing forecast to actual.
- Strive to conserve energy and minimize environmental impact of facility.
- Operate the company guest shuttle as needed.
- Other duties as assigned.

### Qualifications

- Associate's degree in a vocational field and/or vocational training in mechanical, architectural engineering, HVAC or plumbing. Experience in lieu of education and training will be considered.
- Minimum of 10 years of relevant experience in facilities maintenance.
- Valid driver's license and acceptable motor vehicle record.
- Ability to perform light to heavy physical labor, including lifting 75+ pounds frequently, bending, climbing (ladders), reaching, stretching, pushing, pulling and standing for long periods of time.
- Ability and willingness to work a flexible schedule that could include nights, weekends and holidays.
- Neat, clean, professional appearance.
- Warm, friendly and confident personality that puts hotel team and guests at ease and sets expectations of excellence in guest room/hotel functionality.