



HOTELS

POSITION DESCRIPTION

Our Mission

Exceptional individuals delivering exceptional experiences

Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.
We will be a destination that every discerning traveler aspires to stay at and
that every hospitality professional aspires to work for.

Service First Commitment

I commit to consistently making each Guest's experience exceptional and memorable.

Core Values

Social Responsibility to the Community
A Passion to Deliver Exceptional Guest Service
Commitment of Flawless Attention to Detail
Nurturing Continuous Self-improvement

Engineering Focus

We will provide an exceptional destination for our Guests and a safe, comfortable, and productive workplace for our fellow team members. We believe that Guest satisfaction is a combined team response and effort.

Department: Maintenance

Date Revised: January 2010

Position Title: Maintenance Utility

Property: Vintage Hotels

Reports To: Engineering Manager

Position Summary: To perform the day-to-day general maintenance of public, guest and operational areas in a manner consistent with a four diamond property.

Duties and Responsibilities:

Primary Responsibilities:

- **Providing personalized and exceptional guest service at every given opportunity.**
- Performs general day-to-day maintenance of public, Guest and operational areas.

- Responsible for the interior and exterior painting of the property.
- Performs general repairs and overall maintenance to plumbing, electrical equipment and mechanical equipment.
- Responsible for the general outdoor maintenance.
- Responsible to respond to guest requests in a timely and professional manner.
- Having a thorough knowledge of Vintage Hotels' products and services.
- Actively seeking ways to meet guests' product or service needs.
- All other duties as assigned.

Health and Safety Responsibilities

- A worker shall,
 - (a) work in compliance with the provisions of the Occupational Health & Safety Act and the regulations.
 - (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) Report to his/her employer or supervisor the absences of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) Report to his/her employer or supervisor any contravention of the Occupational Health & Safety Act or the regulations or the existence of any hazard of which he/she knows.
- No worker shall,
 - (a) remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or
 - (c) engage in any prank, contest, feat or strength, unnecessary running or rough and boisterous conduct.
- Comply with all Vintage Hotels health & safety policies.
- Do not operate any equipment/machinery without given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- Do not climb any of the racking systems.
- Do not ride on the automatic or manual conveyor systems.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted on Company property.
- Always ensure that workplace accident/injuries are reported immediately to a Manager/Supervisor.
- Failure to comply will result in the application of the Human Resources Standard & Procedure "#C.15 Progressive Corrective Action".

Professional Requirements:

- Minimum three (3) years experience in all phases of building maintenance is required as well as electrical, plumbing and carpentry.

- Experience in a hospitality environment an asset.
- Experience with painting, wallpapering, and large snow removal equipment an asset.
- Possesses maintenance troubleshooting ability.
- General mechanical and technical knowledge.
- Previous up-selling and/or sales experience is considered an asset.

Personal Attributes:

- Able to work flexible hours including evenings and weekends.
- Able to work with minimal supervision.
- Ability to communicate effectively in both formal and informal settings.
- Able to pay particular attention to small details.

Physical Challenges

- May require some standing for long periods of time, heavy lifting and manual labour.
- Ability to withstand extreme temperature variations due to seasonal fluctuations.