

Maintenance Technician (Full-time)



Civic Hotel, Autograph Collection®, is a bold landmark that merges BC's artistry, culture and flavours with the spirit of entrepreneurial discovery. Bold in concept and loaded with premium amenities and services, the Civic Hotel is the first world-class hotel to be built in Surrey in more than two decades.

The Civic Hotel proudly stands at the intersection of now and next, the icon of a great city centre.

ROLE SUMMARY

Reporting to the Chief Engineer, the Maintenance Technician will play a critical role in maintaining general condition of the property with regards to all aspects. Maintains a professional and pleasant attitude and provides excellent customer service to ensure customer satisfaction. Promptly complete maintenance request work orders from all departments and participates in the hotel's preventive maintenance program.

Schedule: Sunday to Thursday 2:30 pm – 11:00 pm & rotational on call schedule

KEY ACCOUNTABILITIES

1. Performs minor and major repair of the building and associated equipment, including, but not limited to, Mechanical, Plumbing, Drywall & Millwork repairs, Access Control, Pool and Spa equipment etc.
2. Perform work in accordance with preventive maintenance program
3. Perform basic HVAC+Controls, Electrical, Plumbing, Carpentry, Painting and Preventive Maintenance work orders
4. Performs daily review and readings (where applicable) on Mechanical & Electrical Equipment and Pool/Spa chemicals
5. Cleans and inspect pool and spa, maintain/treat water with proper chemicals and levels
6. Complete daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures
7. Repair electrical equipment and control circuits; replace faulty electrical switches; repairs refrigeration equipment, etc.
8. Troubleshoot and repair electrical locks and control panels to maintain building security
9. Report maintenance problems, safety hazards, accidents, or injuries; and properly store flammable materials
10. Respond to emergency situations/events and maintenance requests as required
11. Assist with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures
12. Maintain cleanliness and organisation of the work area(s) which includes inventories, requisition (receipt and storage), trash removal and clean up
13. Maintain complete records of scheduled maintenance procedures and complete knowledge of and comply with all departmental policies, service procedures, and standards
14. Maintain inventory of essential tools and spare parts. Research and prepare the necessary purchasing paperwork for approval and receive accordingly
15. Perform outside custodial duties such as snow removal as required
16. Conduct and complete other works relevant and required of the position
17. On call and after hours work as required
18. Actively participates in the rotational on call schedule
19. Schedule may include weekend and or afternoon (2pm to 10:30pm) shifts

EDUCATION & EXPERIENCE

Minimum of 5 years previous experience in a similar capacity, preferably in a luxury to ultra-luxury hotel environment. Ability to take courses relevant/required of the position (at company expense).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Effectively read and translate Building Drawings and Operations & Maintenance Manuals.
- Proven ability to drywall, paint and repair millwork
- Must be self-directed, motivated and demonstrates exceptional service, interpersonal and analytical skills.
- Exceptional organisational abilities and natural skill for multi-tasking and prioritizing in a fast-paced work environment.
- Outstanding ability to communicate clearly, concisely, and openly in all interactions, both verbal and written.
- Basic working knowledge of building maintenance, electrical, plumbing and HVAC+controls, and IT equipment.
- Knowledge of proper chemical handling and disposal; working knowledge of health codes, power and hand tools, meters, etc.
- Maintain flexible schedule to meet the business needs of a 24/7 hotel environment, including weekends, evenings and holidays. Available for emergency calls.
- Effectively troubleshoot, diagnose & rectify building related problems.
- Exemplify Core Values and enjoy working in a culture of accountability.

Civic Hotel offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more! Please submit your resume and cover letter today by visiting us at <https://civichotel.ca/careers/>