



Job Description

Job Title: Staff Engineer

Reports To: Chief Engineer

FLSA Status: Non-Exempt

Department: Engineering

Summary: Performs general reports and preventive maintenance in and around hotel building and grounds as needed with minimal supervision by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Exhibits competencies in general plumbing, HVAC and electrical repairs.
2. Responds to and completes guest room/staff calls.
3. Performs basic plumbing maintenance such as PVC, CPVC and soldering on pipes, drains and other fixtures.
4. Troubleshoots electrical problems and replaces basic fixtures such as sockets and switches.
5. Receives and comprehends written and verbal instructions and prioritizes assignments accordingly.
6. Organizes and maintains par level inventory of tool and supplies.
7. Operates small hand and electric tools.
8. Repairs interior surfaces such as walls, floors and ceilings.
9. Maintains cleanliness and sanitation of hotel.
10. Repairs carpet, tiles, marble and wood flooring.
11. Demonstrates familiarity of hotel safety systems and takes corrective actions during emergency situations.
12. Repairs clocks, TV's, radios and other small appliances.
13. Repairs and maintains kitchen/laundry equipment.
14. Maintains accurate recordkeeping of daily activities, assigned tasks and

preventive maintenance.

15. Performs other duties as assigned.