



PREDATOR RIDGE

Maintenance Manager Job Description

Purpose

Reporting to the General Manager, this hands on position creates, implements and oversees processes associated with maintenance, preventative measures and value added services for the resort and commercial buildings.

Responsibilities and Accountability

- Provides capital plans for maintenance of systems and buildings.
- Manages reporting system for deficiencies and daily work load for maintenance requests.
- Manages the preventative, start up and shut-down schedule for resort buildings and facilities.
- Assists with revenue opportunities with strata and owners by providing maintenance schedules/upgrade programs.
- Assists with budget input in relation to maintenance.
- Manages vendor negotiation contracts and service level agreements.
- Actively participates with maintenance functions.
- Accurately bills time and expenses to strata corporations and owners.
- Develops, trains and coaches maintenance labourer(s) in efficient and effective performance of job duties.
- Manages budget and invoicing process.
- Complies with all standard company operating procedures and policies.
- Is committed to providing exceptional customer service with positive addressing of guest concerns/complaints.
- Works and communicates in a professional and ethical manner with colleagues assisting where necessary to develop our culture and to achieve standards of work and guest care as required by company policy.

Position Requirements & Attributes

- Minimum of 5 years working in a maintenance multi-faceted environment.
- Experience supervising or managing projects and people.
- A red seal trade or certification in engineering or equivalent – an asset.
- Resort/Hotel industry experience is an asset.
- Hands on, can do attitude, good people skills and high customer focus.
- Highly organized with effective time management/prioritization skills.
- Strong negotiating and effective trouble shooting abilities.
- Strong written and verbal communication skills, and strong listening skills.
- Proficient in MS Office.

This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications.