

JOB POSTING

Job Title: Maintenance Manager

Job Status: Permanent – Full Time

Start Wage: \$75,000 - \$82,000 per annum

Summary of Position:

If creating memories and being part of an exceptional guest experience appeals to you, you may be interested in joining the outstanding leadership team at Inn at Laurel Point. The Maintenance Manager is a leadership role within the Hotel, overseeing the successful maintenance of the hotel facilities and equipment in and outside of the hotel. In addition, the Maintenance Manager assists in emergency situations involving guest and colleague safety.

Responsibilities:

- Responsible for the overall and daily maintenance and knowledge of the building and facilities. This includes mechanical, electrical, plumbing and HVAC to provide a well-maintained property
- Work in a very hands-on fashion, overseeing all aspects of Maintenance of the property
- Collaborate with Housekeeping and Front Office managers on room quality
- Work closely and effectively communicates with other departmental leaders to ensure the smooth management of operations through preparation and follow-up
- Develop an enthusiastic team through recruitment, personal and professional development and reward
- Development, maintenance, execution and compliance of all departmental policies & procedures
- Provide exceptional customer service to all guests by ensuring all maintenance requests are completed in a timely and professional approach
- Maintain appropriate supply of materials and equipment to support needs for normal day to day operating and maintenance requirements
- Maintain an organized system within the department for inventory, maintenance, and storage of tools, materials and equipment necessary to execute the required activities of the department
- Coordinate and prepare all building contracts and service agreements
- Perform project management functions with respect to sub-contractors during renovations and on regular daily basis.
- Maintain effective energy management and preventive maintenance programs for the facility
- Prepares monthly Forecasts and participates in the annual budget process

- Responsible for purchasing any Maintenance related items
- Prepare and facilitate performance reviews and development plans
- Performance manage colleagues, including coaching and disciplining, and resolving any colleague issues
- Participate in and contribute to department leader meetings
- Oversees departmental safety training and assists in any hotel Emergency Response
- Ensure all fire and safety equipment is in excellent condition and regulations are being adhered to
- Work on-call and respond to special requests outside work hours
- Any other duties deemed necessary to fulfill the role

Job Requirements:

- Minimum of 5 years management/supervisory experience in hospitality Maintenance Management
- Any trade ticket is an asset
- Proven ability to lead and motivate colleagues
- Experience in a unionized environment an asset
- Passion for guest service with excellent interpersonal skills and professional demeanor
- Excellent written and verbal communication skills
- Excellent time management skills and a resourceful personality
- Highly organized, results-oriented with the ability to be flexible and work well under pressure
- Must possess a high level of attention to detail and accuracy
- Understands the importance of creating a fun and rewarding work environment
- Ability to work varying shifts weekdays, weekends, and statutory holidays
- Must be legally permitted to work in Canada
- Must be able to embrace the 4 core values of the Inn at Laurel Point: Excellence, Respect, Curiosity and Stewardship

Reports To: General Manager

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to careers@laurelpoint.com For more information, please visit our Careers page at www.laurelpoint.com/careers

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package

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- Colleague of the month recognition program
 - Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
 - Aura waterfront restaurant + patio staff discount – 50%
 - Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
 - Friends & Family hotel discount (so you can show off your amazing workplace)
 - Candidate referral bonus - \$500
 - Industry discounts
 - Workshops
 - Cross-training opportunities
 - Skill and advancement training programs
 - Shower and locker facilities

Thank you for considering Inn at Laurel Point as your employer of choice!