

Inn at Holiday Valley
Maintenance Supervisor
Job Description

Position Objective:

To supervise all maintenance areas of the Inn. To maintain a high level of professionalism while following the guidelines and procedures.

Reporting Relationship:

Lodging Facility Manager

Works closely with:

Inn Manager, Facilities Director, Housekeeping,
Laundry, and Front Desk

Major Responsibilities:

1. To oversee the upkeep of buildings, grounds, and equipment.
2. Manage, train, and schedule maintenance personnel
3. Provide quality leadership to ensure a professional image to all staff members
4. Implement policies and procedures through training material
5. Develop new procedures to improve working methods

Other Responsibilities:

1. Daily inspection of facilities
2. Maintain an organized work area for yourself and other employees
3. Coordinate repairs
4. Maintain proper documentation of any incidents or accidents that occur within the Maintenance department

Qualifications:

1. Self-motivated with the ability to motivate others
2. Strong leadership and organizational abilities
3. Willingness to learn and improve in the position
4. Sense of urgency to accomplish tasks in a prioritized manner
5. Previous maintenance experience

The duties and responsibilities that are listed are not all inclusive. Other duties may develop or be assigned as needed in the ever growing and changing atmosphere of the organization.