



Job Title:	Facility Maintenance Manager	Department:	Corporate Maintenance
Location:	Columbus, GA	Travel Required:	No
Position Type:	Full Time		
HR Contact:	Kristi Hargraves	Date Posted:	

Overview:

Oversee the troubleshooting, repair, and maintenance of all Valley Hospitality properties.

RESPONSIBILITIES AND REQUIREMENTS:

- Delegate assignments for preventative maintenance, operational and technical issues.
- Interact professionally with all vendors and staff, along with maintaining effective working relationships and work in cooperation with all management team to effectively meet company objectives.
- Train, guide, direct, and motivate maintenance team in roles and responsibilities by providing direction, setting, and monitoring performance expectations.
- Implement, monitor, and follow policies and procedures designed to improve operations and minimize operating cost, along with providing efficient use of labor and materials.
- Respond promptly to property related issues.
- Provide technical assistance with the HVAC systems including installations and modifications to existing systems.
- Assist in managing the design and specifications of planned projects.
- Coordinate in advance with maintenance and other affected departments prior to working on any projects and building improvements.
- Make sure all methods, materials, and practices are in accordance with local codes and brand standards.
- Maintain accurate records for all completed tasks.
- Must be available for any emergencies to assist in the protection of guest, associates, buildings, and systems.
- Must be able to work in stressful, high-pressure situations and clearly convey information and ideas for handling or preventing problems as necessary.
- Evaluate and select alternative courses of action quickly and accurately if necessary.
- Able to comply with the company standards and regulations to encourage safe and efficient hotel operations.
- Perform other duties as requested by management to include attending meetings and training.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED required.
- Associates degree from a technical institute preferred.
- 3-5 years building maintenance preferred.
- Read and understand blueprints and wiring diagrams.
- Valid Driver's License and clean driving record required.
- Must pass background check.

**PHYSICAL REQUIREMENTS**

- Must be able to stand for long periods of time.
- Able to lift, carry, push, and pull up to 75 lbs.
- Will frequently need to climb, bend, crawl, squat, kneel, and stoop to get to work area.

DISCLAIMER:

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Reviewed By:	Daryl Black	Date:	12/19/2022
Approved By:	Name	Date:	Date
Last Updated By:	Kristi Hargraves	Date:	12/19/2022