

**Disclaimer:** *The use of this job description by a franchise hotel is completely voluntary. This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time and Starwood always recommends personalizing every job description to the specific position.*

## **POSITION: General Maintenance Engineer**

### **POSITION PURPOSE**

Perform general repairs in and around hotel as needed.

### **ESSENTIAL FUNCTIONS**

#### **AVERAGE % OF TIME**

90% Under direction of the Assistant Chief Engineer or Chief Engineer, perform general repair and maintenance of any and all equipment found in and around the hotel. Specific work areas will be assigned as needed to each employee, based on skill level and experience. Accurate record keeping on assigned tasks is required. Ensure that all safety systems are operable.

10% Respond to guest room calls as required

### **SUPPORTIVE FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the hotel.

- Assist other departmental craft workers as required.
- Perform all duties required as Fire Alarm Response Team.

### **OTHER**

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with hotel rules and regulations for the safe and effective operation of the hotel's facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment

### **Grooming**

All employees must maintain a neat, clean and well-groomed appearance per Starwood standards.

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