

## **SUMMARY**

Daily work order and checked all hotel equipment's inspections on a regular basis to determine need and extent of service, tool required, type of trouble shooting and maintenance needed

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- \* Daily work order items by type [Replacement shower, sink, toilet, bathtub, lighting equipment, etc..].
- \* Read & Watch Exhaust fan condition
- \* Read & Watch Hallway AC unit
- \* Read & Watch Cooling tower condition
- Check Boiler condition
- Check Chemical condition
- Check water pressure condition
- Check Tower Fan condition
- Check Cooling Tower In/Out temperature ‘
- Check Cooling Tower spray pump condition
- \* Read & Watch 11<sup>th</sup> floor hallway ceiling condition
- Water leaking spot
- Hallway AC thermostat condition
- \* Read & Watch 11<sup>th</sup> floor to Basement
- Lighting condition
- Each floor HK Linen room condition
- Each floor Storage condition
- Each floor Hallway carpet condition
- Each floor elevator hallway condition
- \* AC condition
- Hot water heater condition
- Drain condition
- Shower equipment condition
- Lighting condition
  
- \* Read & Watch 2<sup>nd</sup> floor Banquet condition
- Banquet room AC condition
- Banquet room Audio condition
- Banquet lighting condition
- \* Read & Watch HK condition
- Washer machine condition
- Dry machine condition
- Drain line condition
- Chemical equipment condition
- Exhaust Fan condition
- AC condition
- Employee break room condition
- Employee locker room condition
- \* Read & Watch 2<sup>nd</sup> Public restroom condition
- Sink condition

- Urinal condition
- Toilet bowl water drain condition
- Drain line condition
- \* Read & Watch Tamon & Ohjah
- Drain line condition
- AC condition
- \* Read & Watch Okayama Kobo
- Drain line condition
- AC condition
- \* Read & Watch Basement condition
- Main Electric room condition
- Fan room1,2 condition
- Pump room condition
- Hot water heater condition
- Hot & Cold water pump condition
- Sump pump condition
- Drain line condition
- Fire pump condition
- Loading Elevator condition
- Make clean & Organized Maintenance storage, Office and working table area
- \* Check & Simple Trouble shooting of Room AC

#### Standards.

- \* Understands and follows Hotel-wide and Local Department Standard Operating
- \* Check & Simple Trouble shooting of Room AC
- \* Replacement all light bulb & room or bathroom equipment
- \* Repair simple drywall damage
- \* Touch up paint
- \* All general maintenance issue

#### Procedures.

- \* Promotes teamwork within the department and among all hotel staff.
- \* Reports to station, uniformed ready to work at the time tour of duty is scheduled to begin.
- \* Knows and understands the hotel policy that regular attendance and punctuality is expected of all employees.
- \* Follows health, safety, personnel guidelines, rules and regulations outlined in the Employee Handbook.
- \* Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Less than high school education; up to 6 months minimum of experience or training or equivalent combination of education and experience

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization in English.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None are required. But if you can reach goal

### **OTHER SKILLS AND ABILITIES**

### **OTHER QUALIFICATIONS**

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

### **EQUIPMENT**

- \* Personal Tools
- \* Dry & Wet Vacuum machine
- \* Hand Dolly
- \* Cast Iron Pipe cutter
- \* Electrical tester
- \* Gallo gun for AC drain line maintenance

- \* Electric Drill & Hammer drill
- \* Pressing tool for water leaking repair
- \* Torch gun & Gas for water leaking pipe repair
- \* Air Purifier
- \* Air Compress
- \* Electric Snake tool for Plumbing

**SAFETY EQUIPMENT**

- \* Safety gloves
- \* Safety belts
- \* Safety goggles
- \* Sink Station
- \* Hearing protection