



# Daanzho Restaurant and Hotel



Job Title:	Maintenance Manager
Classification:	Full Time, \$20.00 per hour
Reports to:	General Manager

## General Description:

The Maintenance Manager performs a variety of maintenance and repair tasks in order to keep the Restaurant and Hotel in compliance with company and government standards for functionality, cleanliness, safety, and security.

## Experience and/or Education:

- Must possess high school diploma or equivalent. Must possess a valid NM driver's license. Need to have work experience in this field
- Must have working knowledge of plumbing, painting, HVAC, electrical, and other general repair skills
- Ability to efficiently work under time constraints
- Able to work independently and with others
- Possesses good organizational and prioritization skills

## Subordinates:

- All Maintenance/Groundskeeper employees

## Responsibilities:

- Maintains the basic upkeep of all rooms and common areas by ensuring all furniture, appliances and electrical equipment such as television, refrigerators, and light fixtures are in working order
- Repairs or replaces all HVAC systems such as individual air conditioning units as needed

- Cleans and maintains the Hotel's exterior spaces such as the parking lot, landscaping, etc.
- Must appropriately address guest requests to ensure customers are satisfied with the hotel's services and accommodations
- Responsible for positively representing and promoting the property
- Ensures systems and procedures are in place and followed for guest safety and security
- Assists guest and staff with anything that they may need for a maintenance perspective
- Reports any major repair issues or requests to the General Manager

### Work Schedule:

The Maintenance Manager is required to be on call to ensure the efficient operation of the Maintenance Department

### Physical Capabilities:

Must be able to stand, walk, bend, and stoop for extending periods of time. Must be able to lift up to sixty (60) pounds.

### **Confidentiality**

It is the policy of Daanzho Restaurant and Hotel that all employees maintain any information obtained during employment, **strictly confidential**.

Email resume to: [Jacob.martinez@daanzhorestaurantandhotel.com](mailto:Jacob.martinez@daanzhorestaurantandhotel.com)

