



Facilities Manager

The Loren at Pink Beach is looking to add a “Facilities Manager” to its growing five-star team. Whom will be responsible for managing all aspects of maintenance procedures on a daily basis. Directs, coordinates, and performs routine, preventive and emergency interior / exterior maintenance and repairs to obtain optimum efficiency and economy of hotel operations. Directs the Engineering staff, accounting/budgeting, asset protection and inventory control. Complies with the hotels mission and standards in performing maintenance activities. Maximize maintenance team potential with a balanced focus on operations, guests, employee, and owner’s satisfaction. Represents the engineering department during the daily HOD morning meetings. Prioritize, plan, schedule assign and supervise the engineering department staff. Oversee the maintenance tasks, work orders and special projects ensuring timely and accurate completion. Respond to guest’s maintenance needs promptly and ensure guests receive professional, efficient prompt and courteous service to hotel standards. Maintain the physical appearance and operational efficiency of the hotel including physical. mechanical, electrical, plumbing etc. Ensure proper records are kept relating to all plant and equipment for the hotel including repair and service records. Prepare reports as required by the Director of Housekeeping and General Manager. Ensure that stores have adequate stocks of materials, equipment and tools and are kept in a clean and safe environment. Take responsibility for the cleanliness and safety aspects of all plant and mechanical equipment rooms. Attend all Facility Management/Property meetings as required, passing on necessary information to the maintenance team in regular junior staff meetings. Ensure the proper use and periodic maintenance of all equipment. Perform daily and weekly property document inspections. Ensure property, grounds, physical plant, and work areas are maintained to standard and that all safety equipment and conditions are to code. Establish and maintain department equipment and supply inventory levels appropriate to property requirements Discuss with GM /Owner / Department heads on maintenance status and inspection reports. Respond to corporation management inquires. Ensure maintenance staff is wearing proper uniforms with name tag and upholds hotels grooming and hygiene standards. Responsible for quality service, meeting/exceeding financial goals, short and long-term planning, and day-to-day operations. Installation & maintenance of all equipment related to HVAC, DG Sets, Water treatment, Fire Safety etc. Provide training to staff on supplies, inventory, maintenance, and ordering procedures. Train engineering department staff on correct maintenance procedures and assists in repairs as needed. Maintain, monitor, and test hotel’s emergency and security systems, features like Fire Alarm, CCTV, baggage scanners etc. Develop, implement, and direct all emergency programs. Develop, implement, and manage energy conservation programs for the property to minimize expenses. At least five years in a Management role within the Maintenance Department in a Hotel is needed. Former experience heading a team is preferred.

All positions involve shift work including weekends, nights, and public holidays. These roles also require a good physical condition as heavy lifting and physical labor may be involved. You may apply directly to The Loren at Pink Beach “Careers Website” by going to <https://thelorenhotel.bamboohr.com/jobs/>

Closing Date: August 25, 2022