

Locke

Job Title: Maintenance Manager	Department: Maintenance	Reporting to: General Manager
Aim of the role		
To effectively and pro-actively maintain the high standards of maintenance within the property and all of its facilities.		
Responsibilities		
<ul style="list-style-type: none">▪ To be responsible for Health & Safety on Property and full duty of care to guests and staff alike.▪ To be fully aware of the Hotel's Fire Safety Procedures.▪ To ensure that all appliances, fixtures and fittings are safe and work in accordance with Health & Safety regulations, alter to meet these requirements if achievable and if not, report any faults to the General Manager for approval to action.▪ To liaise with the General Manager on a weekly basis deciding on the priorities of jobs to assist smooth running of the department and also communicating any potential problems / barriers to completing a task.▪ To set an annual budget for the department for each financial year in conjunction with the General Manager and to work within budgetary constraints.▪ To Monitor and Control Energy - working knowledge and operation of BMS for the property.▪ To manage all new building works and projects.▪ To Liaise with and manage all third party contractors, minimising impact to guests at all times.▪ To have a long term, effective preventative maintenance business plan.▪ To have a proactive business plan when dealing with general maintenance.▪ To complete any other reasonable task as required by the General Manager.▪ To delegate work load to ensure deadlines are met and liaise with General Manager.▪ To respond to emergency calls for maintenance from all departments.▪ To be able to respond to changes in job priorities at short notice, however ensuring that all priority maintenance jobs are completed.▪ To call out contractors and raise purchase orders as required.▪ To attend any training sessions, management meetings on a regular basis passing on relevant information to support resource.▪ To participate in the rotas for weekend, Bank holiday, out-of-hours standby and call outs.▪ To always offer a high standard of customer care to guests, at all times.▪ To liaise with Housekeeping & Front Desk Managers on duty on a daily basis.▪ To make sure that Company Policy, the Vision are followed.		

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COMPETENCIES

- Problem solving
- Attention to detail
- Prioritising
- Practical and organised approach
- Customer focus
- Teamwork and co-operation
- Effective communication
- Flexibility

EXPERIENCE

- Previous experience of working in a similar role is essential
- Experience of working in a similar environment would be advantageous

LOCATION

Located in Leaman St, London but regular travel across is London is required. Shifts are organised 5 over 7 days with weekend and Bank Holiday working required. The nature of the role will require a high degree of flexibility particularly at busy periods. A full UK Driving license is preferable.