

# CityFlatsHotel

Job Posting

## ***Facilities Coordinator***

**Organization:** CityFlatsHotel Grand Rapids, LLC

**Report to:** General Manager

**Location:** Grand Rapids, Michigan

### **Position Summary:**

CityFlatsHotel needs a dedicated Facilities Coordinator for our busy downtown hotel building that consists of 48 uniquely designed rooms, common areas, Ballroom, Events and Conference rooms that require constant support and maintenance. The successful candidate will be responsible for plumbing, electrical, access control and HVAC maintenance and any other duties assigned by the General Manager. This position requires a professional who can take the initiative and help anticipate problems before they occur. This is a part-time, hourly position with the potential to grow into a full-time position. CityFlatsHotel encourages all employees to strive for a professional environment that promotes teamwork, respect, and consideration for one another. If this is you, we love to hear from you!

### **Responsibilities & Duties:**

- Conduct routine inspections of premises and equipment
- Perform preventative maintenance
- Evaluate, repair and maintain plumbing, electrical and HVAC systems in the building
- Paint, floor repair and upkeep, repair machines, equipment or structures as necessary
- Communicate with hotel management about any work that requires outside expert help
- Oversee contractors when professional repairs are necessary
- Diagnose mechanical issues and correct them
- Receive and make reports of mechanical or maintenance issues on the premises
- Work with tool and supplies necessary to complete projects
- Maintain hotel safety procedures at all times and comply with access control regulations
- Maintain fire, carbon monoxide, smoke and other safety systems within the structure

### **Qualifications and Skills:**

- Proven maintenance experience
- High school diploma/GED
- Related degree from a technical college
- Skilled in the use of hand and power tools
- Ability to take apart machines, equipment, or devices to remove and replace defective parts
- Ability to check blueprints, repair manuals, or check catalogs as necessary
- Ability to use common tools such as hammers, saws, drills, and wrenches
- Experience with precision measuring instruments or electronic testing devices
- Experience performing routine maintenance
- Strong organizational and follow up skills
- Eye for detail
- Professional presentation and attitude
- Ability to maintain focus while working independently
- Strong time management skills
- Work a flexible morning shift schedule including weekends & holidays