

# THE BENSON

PORTLAND

CURIO COLLECTION BY HILTON

The Benson Hotel, one of Portland's finest historic, luxury, boutique hotels and proud member of the Curio Collection by Hilton, is seeking a self-motivated individual for the position of Maintenance Engineer. We are looking for an individual that understands the value of performing routine and preventative maintenance of our hotel. As a quality Maintenance Engineer, you will keep up with regular wear and tear to our facility to ensure a safe, quality experience with high guest satisfaction.

As a Maintenance Engineer, your responsibilities will include completion of tasks assigned or delegated to engineering team: 1.) operate, maintain, and repair all heating, cooling, refrigeration, light, power, systems, and equipment. 2.) repair and maintain the physical facility. You will stay abreast of cutting-edge advancements in field of work and be dedicated to excellence. Additionally, you should be able to think on your feet and clearly communicate to various audiences.

**This is a union position (IUOE Local 701) that pays \$27.57 per hour.**

## Maintenance Engineer Responsibilities

- Assists as directed in maintaining/repairing fire and life safety systems, room equipment, HVAC, plumbing and electrical systems, kitchen appliances, refrigeration equipment, lighting, laundry equipment, and other systems/equipment as directed.
- Utilize diagnostic tools (i.e. electric multi-meter, amp probe, other diagnostic equipment)
- Diagnose and work on automated controls for HVAC.
- Perform skilled repair as needed for maintenance operations using power tools, hand tools, welding equipment, etc.
- Respond quickly to guest requests in a friendly manner with follow up to ensure guest satisfaction.
- Complete training regarding safety, security, department procedures and service guidelines.
- Report lost and found articles and needed repairs of unsafe conditions to supervisor.
- Maintain a professional image.
- Must possess the ability to work well under pressure and adjust effectively to change.
- Ability to process negative feedback and remain professional
- On an ongoing and regular basis, inspects and evaluates physical condition of entire hotel asset, including all guestrooms, public areas; completes and retains inspection reports on a regular and timely basis.

Job Description  
Maintenance Engineer  
March 31, 2022

- Works closely with other departments (i.e., Front Office and Housekeeping Departments on maintenance and repairs issues) to ensure high level of customer satisfaction.
- Assists to maintain hotel by ensuring painting, plumbing, electrical wiring, HVAC filter exchange and other related maintenance activities are properly performed.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Maintain furnace, air conditioner and boiler equipment to provide heat, cool air and hot water for guests.
- Follows specifications, job orders and company policies.
- Utilize lock out / tag out.
- Be familiar with ADA processes and procedures.
- Establishes or adjusts work procedures to meet production schedules, recommends measures to improve production.
- Understands government regulations affecting hotel's maintenance operations, ensuring hotel is operated in compliance with all applicable laws, ordinances, regulations, and requirements of any federal, state or municipal authority.
- Understands hotel's MANAGER ON DUTY PROGRAM, following MOD Manual guidelines and Risk Management Manual procedures when responding to incidents.
- As required of all hotel associates, assists any customer or potential customer in a prompt, courteous, friendly, and helpful manner at all times.
- Utilizes ALICE (preventative maintenance tool) to address and record handling work orders.
- Utilizes company issued radios in constant professional manner to maintain open communication with front office operations and other disciplines around hotel.
- Other duties and responsibilities as may be assigned from time to time.

### Requirements and Qualifications

#### **Education / Experience:**

- High school diploma.
- General knowledge and experience in HVAC, Chillers, Electrical, Plumbing etc.
- Excellent communication skills, both written and verbal in English.
- Must have a good grasp of technology (Work order systems, BAS, EMS, etc.)
- 3 years' experience in facilities maintenance, plant operations or engineering for a hotel.

#### **Language Skills, Math Skills & Reasoning Ability: *Must be able to:***

- Read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports, correspondence, summaries, and reports in English using prescribed format.
- Ability to speak effectively in English before groups such as customers or employees.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to add, subtract, multiply and divide numbers

**Required Knowledge, Skills & Abilities:**

- Must possess exceptional organizational and time management skills with attention to detail.
- Must be able to collaborate with others as a team as well as work independently.
- Work effectively in a stressful environment.
- Communicate well with others.
- Effectively deal with guests, customers, and visitors.
- Accept constructive criticism from supervisors.
- Change activity frequently and cope with interruptions.
- Work according to a set schedule, including weekends and holidays as required, and on occasion may be consulted by telephone and/or called in to work on short notice in response to emergency or urgent conditions at the hotel.

**Computer Skills:** Should have sufficient computer skills that will allow use, in a proficient manner, of Company-issued software programs such as Microsoft Word, Microsoft Excel, Microsoft Outlook and ALICE for purposes of communication, and completion of assigned tasks.

**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. Regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Must be able to climb, work on a ladder and perform work at varying heights. The employee must be able to see differences in widths and lengths of lines such as those on graphs.

**Environmental Conditions & Work Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to wet and/or humid conditions, moving mechanical parts, vibration, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment can be moderate to loud.

This is an hourly, union position. Pre-employment drug screening and background check are required. Coast Hotels offers a variety of benefits, including competitive wages & a robust benefits package\*, employee discounts, training & development, career advancement opportunities and more!

**\*Benefit package:** Health Insurance, including dental, after 6 months. Monthly cost to participating employees is only \$40 per month!

***Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.***

***Join us and be part of Portland history!***

Job Type: Full Time

Union: IOUE Local 701

Pay: \$27.57 per hour

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