**Reports To:** Motel Manager

**Hours:**  40 + Hours/9-5 on call

**SUMMARY**

The successful candidate will take pride in the 265 room property (100% smoke-free and pet-free) to ensure security of both patrons and employees and the general upkeep of the property.

**DUTIES**

* Responds to complaints and disturbances in a timely manner
* Must perform tasks like repairing of various equipments and materials, replacement of electronics, painting, cleaning, plumbing, wiring work, etc.
* Maintenance of refrigerators, television sets, air conditioners, etc. must be done regularly
* Monitor and ensure that fire alarms, fire extinguishers, etc. are in place and are in working condition
* Refurbishing of chairs, tables, doors, windows, and counters in order to keep it maintained for a long time
* Maintain grounds, like cleaning and maintenance of the parking areas and areas in front of each room.
* Must be available for emergencies and on-call when needed
* Other duties as assigned by Motel Manager
* Available to work 40-60 hours per week (schedule TBD upon General Manager)

**JOB SPECIFIC REQUIREMENTS**

* Must be able to read, write, and communicate well in English
* Be presentable to guests (minimal piercings and body art visible to guests)
* Must have 2 years of motel/hotel maintenance experience
* Working knowledge in drywall repair, basic electrical, trim carpentry, plumbing, painting, etc.
* Must be able to troubleshoot and diagnose problems
* Be organized, flexible, and a team player

**STANDARD REQUIREMENTS**

* Demonstrated commitment to safety as expressed in JMAC Energy Services corporate value *People First, Safety Always*
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol tests
* Availability to work long hours, including nights, weekends, and holidays as required
* Ability to work safely in all types of weather
* Timely and regular attendance is an expectation of performance for all JMAC Energy Services employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively, in English, to customers or employees of organization.
* Ability to work independently and in a group or team environment
* The employee must have the ability to lift and/or move more than 50 pounds
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_