

## Holiday Valley Resort

### Inn Facility Operations Manager Job Description

#### Position Objective:

To manage all aspects of building maintenance at The Inn at Holiday Valley Resort. The essence of this position is to ensure that all facilities are well maintained and clean on a year round basis. Assist on Building Projects.

#### Reporting Relationships:

Reports to:	Inn Manager
Works Closely With:	Resort Facilities Manager Housekeeping Supervisor Laundry Supervisor Maintenance Supervisor Tamarack Facility Manager
Manages:	Maintenance Staff Laundry and Housekeeping

#### Major Responsibilities:

1. Cleaning and maintenance of entire Inn property – interior and exterior.
2. Hiring, training, managing and scheduling of all maintenance staff, reviewing housekeeping and laundry schedules.
3. Management and budget of all maintenance expenditures (including wages).
4. Documentation for all training.
5. Schedule maintenance staff and cleaning for special occasions and groups, in addition to everyday business.
6. Compiling, updating and recording daily work logs.
7. Ensuring that all boilers and facilities are maintained to meet Department of Labor standards and pass all inspections.
8. Maintain pool operations.
9. Maintain government regulatory documentation as needed.

10. Maintain security / intrusion, fire alarms and fire suppression systems with the availability to respond.
11. Water conditioning systems are maintained and in good working condition.
12. Grounds and exterior of building cleanliness.

Qualifications:

1. Self-motivating, with the ability to communicate a sense of urgency to others.
2. Strong leadership and organizational skills.
3. HVAC and mechanical abilities.
4. Certified pool operator, or willingness to become certified.
5. Positive attitude about working, and a desire to work at Holiday Valley and be part of an expanding and challenging business.
6. Willingness to learn and improve on the position and responsibilities of the position.
7. Understanding of cost controls and bidding process for contracts.
8. Attention to detail, including cleanliness and repairs.

The duties and responsibilities that are listed are not all inclusive. Other duties may develop, be assumed or assigned as needed in the ever growing and changing atmosphere of the organization.