



ASSISTANT MAINTENANCE MANAGER VACANCY – LAKE BOGORIA SPA RESORT

Our client Lake Bogoria Spa resort is the only resort in Kenya with a naturally heated pool. Located less than 10minutes drive from Lake Bogoria National Reserve, it is more than just a getaway from the noisy crowd of the city. The Hotel is seeking to hire a high caliber individual in the position of **Assistant Maintenance Manager**.

Reports to	General Manager
Department	Maintenance
Salary Range	KES 45,000 -60,000

JOB PURPOSE

The Assistant Maintenance Manager will be responsible for managing the maintenance team and ensuring that all maintenance tasks are completed efficiently and effectively. The Assistant Maintenance Manager will also collaborate with other teams to ensure that the resort is running smoothly, while maintaining high standards of quality and safety.

DUTIES & RESPONSIBILITIES OF THE JOBS

- Leads the Maintenance department by developing and implementing departmental objectives in line with the hotel business objectives.
- Responsible for managing a team, assigning tasks, and ensuring that all work is completed on time and to the required standards.
- Perform routine inspections of the hotel facilities to identify any maintenance issues or safety hazards this includes checking plumbing systems, electrical systems, HVAC units, and other equipment.
- Responsible in handling incoming maintenance requests from guests, staff, or other departments and prioritize these requests based on urgency and allocate resources accordingly.
- Develop and implement a preventative maintenance program to ensure that all equipment and systems are regularly serviced and maintained to prevent breakdowns and costly repairs.
- Ensure that the compound is clean as the set standards.
- Responsible for tracking expenses related to maintenance operations and managing the maintenance budget effectively.
- Provides training and guidance to maintenance staff, ensuring that they have the necessary skills and knowledge to perform their tasks effectively and safely.
- Collaborate with other departments, such as housekeeping, front desk, and engineering, to coordinate maintenance activities and minimize disruption to guests.
- Ensuring compliance with health and safety regulations and hotel policies
- Maintaining records of maintenance activities, including work orders, inspections, and repairs.
- Prepare reports on maintenance performance and present them to management.
- Ensures the highest level of safety and security by facilitating effective training programmes that deliver a high degree of awareness amongst staff.
- Ensures that the department's key control procedures are strictly adhered to.
- Ensures that all chemicals are stored and used safely
- Provide regular inspections of various equipment such as, swimming pools and their pumps, pipes, and filters, safety apparatus such as handrails, and stairwells.
- Fix issues around the hotel such as broken tiles, loose handrails, dirty swimming pool, leaking pipes, faulted air conditioning units, etc.
- Maintain a proper and on-time service schedule for hotel heating and air conditioning equipment, including AC units, water heaters, and boilers.
- Supervise the maintenance team and conduct regular performance reviews to address concerns.



- Provide excellent customer service to guests at all times.
- Provide maintenance reports, and manage the maintenance budget, including justifying expenditure and providing reports.

KEY PERFORMANCE MEASURES

- Smooth and efficient operating equipment
- Maintenance Reports
- Budget and cost maintenance and tracking
- Efficiency in Coordinating with other departments.
- Leadership and proactiveness

QUALIFICATIONS AND BASIC REQUIREMENTS

- Diploma or Degree or equivalent in engineering or maintenance related field
- Proven experience as a Hotel Maintenance Manager or Maintenance Supervisor
- In-depth knowledge of health and safety regulations
- Familiarity with plumbing, electrical, sewer and HVAC systems; hotel industry experience is a plus
- Experience in administrative processes (e.g. budgeting, performance management)
- Ability to spot safety risks and address needs quickly
- Problem-solving aptitude
- Excellent organizational and leadership skills
- High school diploma or equivalent; degree from a vocational school or BSc/BA in Facility Management is preferred
- Valid Certified Professional Maintenance Manager (CPMM) is a plus

Required Knowledge, Skills and Abilities

- Operational knowledge of equipment and machines
- Computer Skills
- Knowledge of machine mechanics
- Superior communication skills
- Good interpersonal and customer orientation skills
- Ability to effectively direct and motivate others
- Excellent time management and organizational skills.
- Ability to cross train and train employees
- Good cost control skills
- A very keen eye for detail
- Ability to work well under stress
- Excellent personal grooming skills
- Excellent planning and analysis skills

Application process

If you believe that you are the right candidate, please email your application and CV to recruitment@kkcoestafrica.com on or before **Sunday 10th December 2023**