



OAK BAY
BEACH HOTEL

Facilities Manager

Responsibilities:

- Actively participate in the ongoing maintenance of the Oak Bay Beach Hotel facility
- Plan, implement, manage and review all building systems, operations and facilities maintenance personnel.
- Carry out regular performance reviews and building inspections of all areas of the Hotel
- Manage the security, maintenance, landscaping, snow removal, ventilation, heating, cooling and other daily activities relating to the Hotel and its facilities
- Ensure all maintenance requests are attended to in a timely and efficient manner
- Effectively diagnose problems in a timely fashion
- Perform regular and effective preventative maintenance on machines, equipment and facilities
- Ensure monthly financial projections and results for Facilities Management department are accurate and on target to expectations
- Plan and perform annual guest room repair and maintenance program
- Ensure compliance with all federal, provincial and municipal legislation and adherence to all legal requirements within the Facilities Management department
- Maintain careful control over costs in department (payroll, supplies, etc.)
- Maintain accurate and up-to-date inventory of all equipment, manuals and warranties

Qualifications:

- 3 years of experience in a management role within Engineer or Building Maintenance
- Experience in a luxury hotel/resort environment preferred
- Degree, diploma or training in related discipline an asset
- Strong working knowledge of all facilities management principles, methods, practices and techniques
- Sincere customer focus and true appreciation for the guest experience
- Ability to comprehend and communicate detailed instructions orally and in writing
- Ability to perform small to medium repairs as required
- First Aid qualifications an asset
- Pool management course or the ability to complete is required
- Boiler management course is an asset
- Computer literacy
- Demonstrated ability to lead and direct a team, including coaching and mentoring

Physical Aspects of Position (include but are not limited to):

- Constant standing and walking throughout shift
- Frequent lifting and carrying up to 40 lbs

- Kneeling, pushing, pulling, lifting
- Ascending or descending ladders, stairs and ramps

The Oak Bay Beach Hotel is a luxury, boutique resort in the heart of historic Oak Bay, Victoria. Our vision is to provide service that is second to none while still maintaining a workplace that is relaxed, approachable, and inclusive. Along with competitive compensation, our team members receive perks such as complimentary parking, health benefits, and a daily staff meal plan. If you are interested in joining our amazing team then we have a fantastic opportunity for you.