

# THE BENSON

PORTLAND

A COAST HOTEL™ ©

Our Portland, Oregon hotel is seeking an Assistant Maintenance Manager. This person will be primarily responsible for assisting the Chief Engineer in maintaining the building, as it relates to mechanical equipment, general condition, appearance and presentation of the hotel. The Assistant Maintenance Manager will assist the Chief Engineer to ensure repairs, maintenance, and preventative maintenance initiatives are maintained and also support/monitor capital repair and renovation projects.

The Assistant Maintenance Manager will report directly to the Chief Engineer and assist in oversight of the Maintenance Department.

Job Duties (including but not limited to):

- Experience in technical crafts (HVAC, Chillers, electrical, plumbing, etc.).
- Supervise and assist engineering team 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.
- Perform skilled repair and maintenance operations using power tools, hand tools, welding equipment, etc.
- Respond quickly to guest requests/complaints in a friendly manner. Follows up to ensure guest satisfaction.
- Complete training regarding safety, security, department procedures and service guidelines. Conducts training of maintenance team members, as required.
- Outsource work, as necessary. Meet with related vendors and suppliers to discuss scope of work as well as products and materials used in repair and maintenance activities.
- Maintain security of equipment, keys and supplies issued regularly.
- Report lost and found articles and needed repairs of unsafe conditions to supervisor.
- Maintain a professional image.
- Operate and maintain engineering computer systems.
- Excellent organizational and multitasking skills.
- Able to manage, project, and (master, create, perform) processes.

Experience:

- FSD certification
- High school diploma plus a minimum 3 years of supervisory experience
- Assistant Maintenance Manager experience 3 years (preferred)
- General knowledge and experience in HVAC, Chillers, Electrical, Plumbing etc.
- Excellent communication skills, both written and verbal in English.
- 3+ years experience in facilities maintenance, plant operations or engineering services for a hotel.
- Good problem-solving skills.
- Should be self-directed, but also have the ability to work well with others.
- Must possess the ability to work well under pressure and adjust effectively to change.

This is a full-time salaried exempt position. Salary dependent upon candidate qualifications. Pre-employment drug screening and background check are required.

Coast Hospitality offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please be sure to put "Assistant Maintenance Manager" in the subject line when you submit your resume and references to:

Human Resources  
Benson Hotel  
Email: [careers@bensonhotel.com](mailto:careers@bensonhotel.com)

***Coast Hospitality 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 an exciting place to work!***