



Job Title:	Maintenance Supervisor	Job Category:	Management
Department/Group:	Maintenance	Job Code/ Req#:	MAINT20220101
Location:	Saratoga, WY	Travel Required:	Minimal
Level/Salary Range:	\$15-\$18	Position Type:	Full Time
HR Contact:	Cheena Parsons	Date Posted:	10/19/2022
Will Train Applicant(s):	Will Train Qualified Applicant	Posting Expires:	Until Filled
External Posting URL:	https://saratogahotspingsresort.com/employment-opportunities-saratoga-wyoming/		
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: info@saratogahotspingsresort.com (307)326-5234		MAIL: Hiring Manager PO BOX 869, Saratoga, WY 82331	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are looking for a maintenance supervisor to join our culinary team at Saratoga Hot Springs Resort. The Maintenance and Development Manager is responsible for all aspects of maintenance and capital improvement issues relating to the resort. They oversee and/or perform general maintenance, repair, and new construction, for the resort and associated interests, including employee housing, and other areas; ensuring that the location are in good working and proper order, meets local-state-federal laws and regulations. Assists with the maintenance budget; handles scheduling of and motivates and supervises maintenance staff and performs all other responsibilities as directed by the General Manager. Must be a team player, self-driven, and have the ability to be creative and resourceful. Must have exceptional organization and time management skills. Must be proficient in all areas of construction and remodeling. We are looking for someone who is receptive and wants to be part of a team working together to achieve a common objective. Must have the ability to work evenings, weekends, holidays and be on call when necessary.</p> <p>Basic Responsibilities of this position include:</p> <ul style="list-style-type: none"> • Oversee and manage new construction projects including supervising, managing, and working with subcontractors. • Inspects, diagnoses, and performs repairs (within guidelines of expertise and in conjunction with local-state-federal health and safety guidelines) • Maintains; small appliances, HVAC, electrical, plumbing and carpentry • Ensures the physical structure and equipment are in safe operating condition as per regulations issued by local-state-federal health and safety authorities • Coordinates repairs within approved budgetary guidelines • Maintains preventative maintenance schedule and records for all systems, equipment, and vehicles • Basic appliance repair • Maintain hot spring pools and spas and other water features in a safe and sanitary manner • Pest control • Roofs and gutters work • Painting including use of paint sprayer • Foundation/sidewalk work • Schedule, manage, supervise, and motivate maintenance staff • All other duties as assigned 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Requires a minimum 5 years’ experience in maintenance, construction or related field, supervisor experience a plus.
- Experienced in the use of basic cleaning supplies and equipment.
- Knowledge of the following trades is preferred: landscaping (where applicable), small appliance repair, HVAC, electrical, plumbing and carpentry. All certifications relating to any of these areas a plus.
- Certified pool operator a plus.
- Requires a clean driving record
- Requires the ability to stand for long periods of time
- Requires the ability to bend, and twist to perform normal job functions
- Requires the ability to lift and maneuver items weighing 80lbs.
- Requires the ability to perform tasks while on a ladder
- Requires the ability to be exposed to various climates from extreme heat to extreme cold
- Requires the ability to operate equipment that requires continual and repetitive hand and arm motions
- Background check and drug testing may be required

PREFERRED SKILLS

1. Ability to articulate and present oneself in a positive and professional manner.
2. Ability to read and respond to all email, phone calls, and other forms of correspondence in timely manner
3. Knowledge of safety rules and OSHA compliance requirements.
4. Ability to help execute all banquet, catered events, annual local events, brewery events and shows, beer pairing meals, and holiday functions as need, including set up/take down, etc..
5. Ability to recruit, hire, train and develop a full & competent maintenance staff that is consistently performing to company standards and assisting in achieving operational goals.
6. Maintain and develop a safe, clean, sanitary workplace, and require the same high standards from staff in their personal behavior and job performance to support.
7. Ordering and inventory controls of routine maintenance supplies and materials.
8. Implement regular and consistent training of maintenance staff to ensure quality standards and improve efficiencies.
9. Reliable, dedicated attitude with a complete understanding of impeccable service levels and true customer satisfaction
10. Attention to detail & staying ahead of the trends of resort, equipment and grounds needs.
11. Excellent customer service skills.
12. Exceptional organizational, leadership, problem-solving, and communication skills.
13. Great delegation skills.

ADDITIONAL NOTES

Employee housing is available to employees or potential employees who qualify. To inquire about or apply for employee housing, please contact Ted Roman at troman@saratogahotspingsresort.com

Additional Employee Benefit will be provided at interview.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Kay Ledgerwood	Date/Time:	10/19/2022