

We are looking for bright, engaged individuals to join our dynamic and friendly team.

Supercity Aparthotels are...

... a family-owned brand of boutique aparthotels with properties in London, Manchester and soon to be Brighton. We offer all the advantages of an apartment with many of the benefits of a hotel, all with our signature touch of style, charm and sophistication.

Since 2009 we have led the way in superior and stylish serviced apartment hotels; we're all about providing a luxurious, private and relaxed environment with a "professionally informal" service – mainly for business travellers and extended stay guests.

We're a growing business looking for hospitality superstars to join the Supercity family – we're looking for fun, passionate and ambitious people with an interest or previous knowledge of the industry. We love what we do; we're passionate about it, so joining Supercity Aparthotels means becoming part of a collaborative way of working where everyone's thoughts and ideas are encouraged and celebrated.

What's in it for you?

- *Be a part of a family-run business with the opportunity to influence how we do things*
- *Join a growing business with plenty of opportunities to develop yourself (and others)*
- *Benefits including employee and friends and family rates*
- *Team building and away days*
- *A strong team structure; creating a supportive and friendly work environment*
- *Learn from the best through a structured induction and in depth training*

We're looking for...

... an exceptional Maintenance professional to oversee our Maintenance dept. in Q Square, Brighton. We need someone who gets a kick out of seeing things done once and done right. Someone who loves order and fixing things, even the trickiest of tasks! Someone who works well as part of a team and takes pride in their daily work, has a willingness to learn and a desire to exceed expectations. At Supercity Aparthotels, maintenance is a huge deal; we like a slick, well-oiled engine!

The Senior Maintenance Operative's role is to assist the Aparthotel Manager and Housekeeping Supervisor in the exceptional care and upkeep of all apartments, public and team areas to ensure a clean, safe and comfortable environment for all our guests. An efficient Maintenance department is integral to the smooth operation of the Aparthotels and this role works in our Brighton property.

Key responsibilities

- To be the first line of response to maintenance issues on all types of M&E equipment including pumps, motors, electrical controls and panels.
- Health and Safety checks.
- Flexibility to operate across all Supercity properties if required.
- Oversee and manage the Maintenance Operative's activities with specific emphasis on the PPM program including the monitoring of results, job reporting, time keeping etc.
- Ensure an operational quantity of spares are always available, including stock control and ordering.
- Carry out maintenance operative duties to ensure the smooth operation of the property.
- Report all completed jobs and any outstanding tasks to the Aparthotel Manager as appropriate.
- To be aware of any hazards or faults and always rectify where possible or escalate to second line response keeping the Aparthotel Manager updated.
- Supervise the work of external contractors whilst on site as and when required.
- Carry out required fire alarm L8 and all statutory testing to ensure systems are in good working order this includes logging of results.

- Carry out weekly walk rounds of all communal and exterior areas of the property to identify any potential issues.
- Production of a weekly maintenance report.
- Update room conditions on our property management system.
- Contribute to maintenance projects as and when required including re-developments and refurbishments.
- Provide in-house expertise to the contractors on site i.e. electrical supply, water supply etc.
- Comply with all relevant internal rules, policy and procedures, including those relating to Health and Safety, Data Protection etc. and all those contained within the issued employee handbook.

Requirements

- Health & Safety knowledge, certified, preferable.
- Broad experience in a hotel maintenance role.
- Some ability to read M&E drawings.
- Certified kills in carpentry, electrics or painting.
- Some training on Legionella.
- Basic MS Office skills.
- Ability to undertake manual handling tasks.
- Ability to work in confined spaces.
- Strong communication skills at all levels.
- Good customer service skills.
- Ability to work independently as well as part of a team.
- Great organisation skills.
- Reliability.
- Motivated.
- Attention to detail.

Package

- Salary: Competitive.
- Hours: 40 hrs per week, worked over 5 days Monday - Sunday, on site 9 hrs/day between 7am and 7pm (during which time you can take a 1 hr unpaid break).
- Holiday entitlement: 28 days p.a. including Bank Holidays.
- Pension.
- Bonus Potential: 10% of Salary based on KPI's and financial performance.

This job description is intended to illustrate the key responsibilities of the job of Senior Maintenance Operative. It is not intended to be exhaustive and you are advised that the responsibilities may change from time to time.