



Cardo Hotels – Maintenance Manager

About Cardo

Located within the heart of Europe and one of the Brussels' most vibrant areas, Cardo Brussels Hotel is the new and trendy landmark in the neighborhood and the most distinctive luxury lifestyle hotel in the city, catering to both selective leisure guests and business travelers. The hotel will offer contemporary wellness and dining experiences, 532 stylish rooms & suites, as well as 1500m² of MICE facilities and amenities.

Cardo is a brand built on a culture of emotional intelligence and sublime hospitality, designing experiential places for individual wellbeing and corporate culture optimization. Our purpose is to make city breaks and workcations less apologetic, more purposeful and tuned to the self.

Overall Job Purpose

As Maintenance Manager, you are responsible for the preventive maintenance, repairs and overall technical organisation of the hotel, including purchasing management and project follow-up. You directly contribute to guest and employee satisfaction by ensuring all installations are safe, functional and well maintained.

Key responsibilities

- Responsible for the preventive maintenance and repair of buildings and installations: electricity, plumbing, heating and water systems, kitchen and dining equipment, air conditioning, building structure, etc.
- Establish maintenance schedules, plan activities and ensure an efficient distribution of work
- Supervise and coordinate the activities of technicians (electrician, gardener, painter, carpenter, etc.)
- Guarantee the operability and safety of all installations; inspect and monitor compliance with technical standards
- Investigate the causes of technical breakdowns, establish repair plans, and call on external technicians when necessary
- Ensure a fast and effective response in case of breakdowns
- Supervise work carried out by external contractors, follow up on contracts, and check that work is carried out as agreed
- Manage the maintenance budget; handle the purchase of spare parts, tools and equipment; ensure efficient stock levels at well-researched prices
- Conduct analyses and produce reports on breakdowns, consumption (energy, materials), costs, etc.; prepare investment plans and report to management
- Produce technical data sheets and write user manuals
- Maintain up-to-date plans, technical drawings and documentation

- Welcome and guide technical and safety inspectors
- Take part in meetings of the Prevention and Protection at Work Committee

Just some requirements

- Technical degree (ETSS, ETSI or equivalent) in electricity, HVAC, plumbing or a related building trade, and/or several years of hands-on maintenance experience in a hotel or similar environment
- Proven experience managing or coordinating a technical/maintenance team
- Strong knowledge of HVAC, electrical, plumbing and general building systems
- Fluent in English and French; Dutch is an asset
- Strong organisational and budget management skills
- Comfortable liaising with external contractors and technical inspectors

Working conditions

- Permanent contract (CDI) — full time
- CP 302 reference function 709 — Category IX
- Full reimbursement of STIB/SNCB public transport pass
- Meal vouchers of €10/day worked, eco-vouchers
- Hospitalisation insurance
- Access to internal training and Marriott opportunities

<http://cardohotels.com/>