

Designation: Asst Chief Engineer

Job Description Form

1 Job Title	Asst Chief Engineer
2 Department	Maintenance
3 Reports to (Title)	General Manager
4 Grade	

Position Purpose:

To lead the engineering and maintenance operations of the hotel in order to ensure a high standard of building, machinery, plant, furniture, fixture and equipment in all the departments. Achieve total guest satisfaction and organizational profitability through effective utilization of all resources.

Key Responsibilities:

Managerial

- ☐ Direct the budgeting process for all Capital expenditure & renovations.
- ☐ Develop systems and procedures that ensure safety of guest, employees, plant, machinery and property.
- ☐ Create a work environment that is high in employee morale and provides constant learning & development
- ☐ Recruitment and Performance Appraisal/ Management of the staff in the department.
- ☐ Develop & Implement the annual plan, linking the department's objectives to the unit's overall strategy.

Operational

- ☐ Plan & execute preventive maintenance and upkeep of engineering services.
- ☐ Plan & implement up gradation and replacement programme for engineering systems and equipment.
- ☐ Monitor energy consumption and design methods for conservation and optimization of energy.
- ☐ Ensure that all the engineering & maintenance activities/systems adhere to the standards/efficiency/productivity levels that have been set for the unit.
- ☐ Recommend changes in processes, materials and equipment, in order to enhance service levels and improve the operational efficiency.

- Responsible for maintaining the physical plant that includes capital improvements and continuing renovations to the plant.
- Maintain the fire safety system through regular inspection of fire alarm and sprinkler system.
- Make periodic checks of completed repair and maintenance work to ensure that the established standards have been met.
- Keep the management informed regarding the expenditure, the physical condition of the hotel or any other information required for management decision-making.
- Co-ordinate with Executive Housekeeper, Front Office Manager and other HODs on preventive maintenance of rooms and other repair work.
- Liaise with government agencies to ensure compliance with statutory requirements.
- Keep informed of industry innovations and advances in technical and property management fields.
- Develop departmental trainers in association with the training department & oversee all the training activities within the department.
- Identify key communities, plan various initiatives and co-ordinate the support activities.

Candidate's Profile:

Knowledge/Skill

- Thorough knowledge of mechanical, electrical, civil and related equipment and working knowledge of all other plant, equipment and utilities.
- Energy & environment conservation techniques
- Engineering inventory management & Capital Budgeting
- Knowledge of Automated building management system, work request systems, fire alarm and sprinkler systems etc.
- Working knowledge of MS office, MS projects and Auto CAD preferable.
- Knowledge of statutory compliances related to electrical fittings, boilers etc.

Education

- Diploma / Degree in Engineering – (Electrical/Mechanical)

Experience

- Progression through various positions in the Engineering department, and a minimum of 5 – 7 years experience in the Engineering & Maintenance function.
- Experience in pre opening & hotel renovations