
Job Description for a Director of Engineering/ Chief Engineer

DATE:

JOB TITLE: Director of Engineering/ Chief Engineer

SUPERVISION RECEIVED: Hotel Manager/ Operations Manager/ Director of Operations/
Deputy General Manager/ Executive Assistant Manager/
General Manager

SUPERVISION EXERCISED: Chief Engineer(s), Assistant Chief Engineer(s), Engineering
Manager(s), Maintenance Engineer(s), Engineering
Supervisor(s), Plant Operators, Technical Trades Personnel, and
Building Trades Personnel

BASIC FUNCTION:

Performs, manages, or supervises maintenance operations for the exterior and interior facilities including electrical, refrigeration, plumbing, heating, cooling, structural, groundcare, parking areas, and other maintenance work necessary to maintain the property in an optimum and efficient condition. Also, ensures the safety and comfort of the guests and employees.

RESPONSIBILITIES:

1. Inform Supervisor on conditions affecting the property operations, and the physical plant.
2. Maintain and operate all distribution systems for electricity, water, steam, gas, fuel, etc.
3. Maintain and operate air-conditioning, heating, ventilation, and refrigeration systems.
4. Maintain buildings and grounds.
5. Monitor and coordinate the services performed by outside contractors in accordance to all contracts, leases, service agreements, and warranties.
6. Keep all records pertaining to heat, light and power, and costs of the facility.
7. Ensure timely response to requests for services by guests, employees, and management to include repair or replacement of all interior fixtures and furnishings.
8. Schedule all work to be done on a daily basis at a minimum of inconvenience to guests and employees.
9. Plan, implement, and administer an effective preventive maintenance program in accordance with good engineering practice.

10. Plan, implement, and administer an energy management program by: maintaining appropriate equipment operating logs; maintaining utility consumption records; educating all departments in energy management; establishing energy reduction objectives; analyzing and modifying (operation of) the physical plant to conserve energy.
11. Assist in the preparation of Capital Expenditures and Maintenance budgets.
12. Oversee and control the maintenance budgets by: selecting vendors and contractors that meet quality standards and pricing specifications; initiating purchase orders; approving invoices; maintaining adequate inventory of parts, tools, and supplies; maintaining purchasing records.
13. Assist in hiring, training, and supervising engineering employees. Able to apply and follow the company's disciplinary and grievance procedures.
14. Oversee or prepare the departmental work schedules and payroll.
15. Assist in safety and emergency training for employees.
16. Conduct continuing inspection of the physical plant to ensure compliance with applicable fire, safety laws (e.g. OSHA), and other laws and regulations. Recommend and/ or take action to ensure compliance.
17. Maintain a clean and orderly work area free of hazards.

MINIMUM EDUCATION REQUIREMENTS:

High school or equivalent education required. Bachelor's Degree (in a field like electro-mechanical, facility maintenance, building services, etc.) or related technical school qualification preferred.

EXPERIENCE:

Five years in hotels and resorts (or major hospitals or buildings).

ABILITIES:

1. Good and effective communication skills (written and verbal).
2. Administrative abilities.
3. Good personal relations skills.
4. Self-motivation.
5. Electro-mechanical aptitude.
6. Computer skills.
7. Knowledge of building codes.
8. Able to read blueprints.

9. Must be able to manually lift 50lb objects intermittently.

10. Works on ladders and scaffolds.

EMPLOYEE

DATE

SUPERVISOR

DATE