

INNARCHIVE .com	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.150
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<u>Title:</u> 职位	Director of Engineering 工程总监
<u>Department:</u> 部门	Engineering 工程部
<u>Hierarchy:</u> 报告对象	Reporting to Executive Assistant Manager 向行政副总报告
<u>Direct Subordinates:</u> 直接下属	Assistant Chief Engineer Coordinator 副总工程师, 工程部协调员
<u>Indirect Subordinates:</u> 非直接下属	Supervisors / Storekeeper / A/C Mechanic / Electrician / Carpenter 主管/仓库管理员/空调技工/电工/木工 Plumber / Painter / General Mechanic / Order Taker / Handyman 水管工/油漆工/总机械工/接单员/勤杂 Fire Safety Officer / BMS Fire Control Operator 消防安全专员/BMS消防控制操作员
<u>Category:</u> 级别	L2

Scope / 职能范围:

- Responsible for the property maintenance of all buildings, plant rooms and equipment including furniture, fittings and fixtures. Manage capital projects & works within the Hotel ensuring all aspects conform to Standards, local, state and federal Legislation. Participates in the overall Hotel's Management as a key department head.
负责酒店所有建筑的物业维修, 设备间以及酒店设备包括家具, 各类配件以及固定装置等财产的维修维护。在酒店标准以及当地、国家及联邦法规的框架内管理酒店工程项目, 完成各项工作。作为关键部门负责人参与酒店的管理运作。
- Property maintenance
物业维修
- Assigned capital projects
指定的工程项目
- Utilities
公共事业
- Fire protection and preventative maintenance
消防设施的维护以及预防维护。
- Environmental protection, energy and water saving
环境保护, 能源及水资源的节约。
- Budgeting
编制预算
- Human resources
人力资源
- P & L management abilities

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损益管理能力

Responsibilities and Obligations / 职责及义务:

- Provide a professional, advisory and executive support service to the Executive Team to assist in meeting the strategic goals of the establishment.
为行政执委会团队提供专业的，有效的及执行支持服务，以协助达到既定的战略目标。
- Supervise and control the Maintenance Request System.
监督管理维护申请系统。
- Control, initiate and undertake assigned capital projects, from design and pricing to construction and commissioning.
从设计和定价到施工和试运行，管理，开展并承担指定的工程项目。
- Control and administer all Engineering and Utility Supply contracts throughout the Hotel.
管理并执行整个酒店工程以及各类公共事业供应合同。
- Oversee the general cost control aspects of maintenance.
监控酒店维护方面的总体成本。
- Carry out regular inspections of plant and equipment and ensure that inspections required by Government authorities are conducted and documented.
对酒店设施设备进行定期检查，并确保将应政府机关的要求所组织的酒店设施设备的检查记录在案。
- Carry out general room inspections and preventative maintenance inspections.
组织常规的客房检查，及预防性维护检查。
- Source quotations and supervise Property Maintenance Contractors on site.
询价并监管现场的物业维修承包商。
- Control and supervise the Fire Protection Preventative Maintenance Program.
监督管理消防设备的预防性维护程序。
- Check all Fire and Engineering safety features to ensure they operate at peak efficiency.
检查消防及工程安全规范，确保其以最高效率运行。
- Ensure proper records are kept relating to all plant and equipment for the complex.
确保对所有设施及设备进行相应的记录并存记录。
- Ensure proper measures are taken to protect the environment and the Hotel's adherence to it.
确保酒店采取适当措施保护环境，并持之以恒。
- Institute systems to save energy, water and resources.
建立节约能源，水资源以及各类资源的体系。
- Implements energy and water management systems to minimize wastage and costs.
执行能源及水资源管理系统实现浪费以及成本最小化。
- Implement cost effective Preventative Maintenance and Condition Monitoring Programs.
执行成本效率预防性维护以及状态监测程序。
- Supervise the daily operation and maintenance of buildings, electrical and mechanical services, water features, fixtures, furnishings and equipment.
监管酒店大楼，机电服务，水景，固定装置，室内陈设品和设备等的日常运营和维护工作。
- Liaise and supervise all Property Maintenance Contractors on site and ensure appropriate standards are met.
联系并监管所有现场物业维护承包商，确保其维护工作满足酒店标准。

- Carry out all emergency repairs to all technical equipment, general fitting, welding and machining.
为所有技术设备、一般装置、焊接和机加工提供紧急维修。
- Maintain and audit all workshop tools and equipment for the running of workshop's trades and functions.
维护并核查工作间所有工具以及设备，确保工作间各项工作任务顺利进行。
- Ensure that workshops have adequate stock and materials in store and that all workshops are kept in a clean and safe environment.
确保工作间货存以及仓库物料充足，工作间保持整洁以及安全。
- Oversee so that expenses are in line with departmental budgeting, capital plan and projects.
监督各项费用确保其符合部门预算，资金计划以及项目要求。
- Participate in the preparation of the Strategic Business and Operating Plans.
参与战略业务以及运营计划的准备工作。
- Prepare monthly outlook/forecasts and reports.
准备月度预测以及报告。
- Attend meetings as required.
跟据要求参加各类会议。
- Implement opportunities for quality Team Building.
利用机会对工程部进行团队建设。
- Ensure that all associates comply with the grooming and uniform standards.
确保所有相关员工遵守仪容仪表及着装标准。
- Conduct development and performance reviews, identifying key personnel for further development and structured career path growth.
实施发展以及工作表现评估，筛选关键的人员并为其制定职业发展规划。
- Implement and maintain training systems to ensure that associates have the necessary framework and skills to perform their job efficiently and effectively.
执行并维护培训系统，确保相关人员能够获得必要的指导章程以及技能以便高效且有效地完成工作。
- Prepare work schedules and annual leave schedules within budget, business expectations and guidelines of the appropriate industrial legislation.
在预算内、业务期望以及行业法规的指导下制定工作计划以及年假日程表。
- Oversee the selection and appointment of new associates within the department.
监督部门内部人员的筛选及任命。
- Conduct regular staff meetings to keep all associates are fully informed
组织日常的员工会议，确保所有相关员工获取完整的信息。
- Participate in the Hotel "Manager on Duty" program.
参与酒店的值班经理计划。
- Ensure compliance with legislated workplace health and safety requirements
确保遵守法律规定的工作区域卫生及安全要求。
- Promote by example the principle that the customers of the Properties Maintenance Department are the paying guest and all the Hotel's Departments
坚持一个原则，工程部的服务对象是寄膳宿者以及酒店的所有部门。
- Actively promote a work environment, which cares for guests and associates alike.
积极营造深受客户以及员工喜爱的工作环境。

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Security, Safety and Health / 保障, 安全及健康:

- Maintains high confidentiality in regards to guest privacy.
保持客人隐私的高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
将客人和员工的任何可疑行为汇报给总经理和保安处。
- Notifies housekeeper regarding lost and found objects.
如遇遗失物品, 告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
确保及时汇报潜在危害或实际危害。
- Fully understands the hotel's fire, emergency, and bomb procedures.
充分了解酒店消防、应急和防爆相关的规程。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵循应急预案以确保客人和员工的安全。
- Works in a safe manner that does not harm or injure self or others.
以不损害或伤害自己或他人的安全方式工作。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预测可能或潜在的隐患和情况, 并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持个人卫生、衣着、制服、仪容仪表、身体语言和行为举止达到最高标准。

Competencies/能力要求:

- Strong technical skills
扎实的技术能力
- Sound understanding of preventative maintenance and condition monitoring.
良好的设备预防性维护以及状态监测知识。
- Financial acuity / Business acumen – the control of expenses/costs, the monitoring of financial procedures, and the maximization of revenues through initiative.
具备良好的财务敏锐度/商业头脑-费用/成本控制, 财务程序监管才能, 通过创新实现收益最大化。
- Human Resource Management skills - successful recruitment, training, and the development of each associate according to their potential for advancement.
人力资源管理技能-成功的招聘, 培训部门员工, 并根据员工的潜能为其制定职业发展规划。
- Planning and organization of resources for varying business levels in both the short- and long-term to achieve strategic goals.
为中长期等不同的经营战略计划并组织相关资源以实现战略目标。
- Strong Communication Skills – must be able to speak, read, write and understand the primary language(s) used in the workplace, ensuring good information flow.
优秀的沟通技能-必须能够熟练的说, 读, 写以及理解用于工作场所的第一语言, 以确保信息良好传递。
- Ability to be a Change Agent and drive the pursuit of continuous improvement.

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成为一位具有变革能力以及推动持续发展的管理人员

- Leadership, Delegation, Motivation and Team Building skills
领导, 授权, 激励以及团队建设能力。
- Effective conflict resolution and problem solving skills
有效的冲突解决以及问题解决能力。
- Professionalism
专业性。
- Sound information systems knowledge
强有力的信息系统知识。
- Legislation knowledge (building codes, fire safety and country standards).
具备建筑规范, 消防安全以及城市标准相关的法律知识。

Interrelations / 相互联系:

Liaises with all departments, Engineering employees, Government Officials, Suppliers, Customers.
其它各部门, 餐饮部员, 政府当局, 供应商及客户保持联系。

Executive Duties / 行政职责:

To assume the functions and responsibilities of Duty Manager in accordance with the Hotel's Duty Manager's Roster.

根据酒店值班经理轮值表, 承担值班经理职能及职责。

Work Conditions / 工作条件:

Regular hours with extra times occasionally.

正常工作时间, 偶尔伴有加班。

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____
审批人

I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

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本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期