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<u>Title:</u>	Assistant Chief Engineer
职位名称	副总工程师
<u>Department:</u>	Engineering
部门	工程部
<u>Hierarchy:</u>	Reporting to Director of Engineer
等级向	工程总监汇报工作
<u>Direct Subordinates:</u>	Duty Engineer
直接下属	值班工程师
<u>Indirect Subordinates:</u>	Supervisors / Storekeeper / A/C Mechanic / Electrician / Carpenter Plumber / Painter / General Mechanic / Order Taker / Handyman/ Fire Safety Officer
间接下属	主管/仓库保管员 / A / C类机修工/电工/木工/管道工/油漆工/全能机械工/ 办公室文员
<u>Category:</u>	L4
类别	4级

Scope/职责范围:

- Responsible for the property maintenance, assistance with capital projects & works conform to Engineering Standards and Local Government Legislation.
负责物业维修，保证基本建设项目和工程符合工程标准和地方政府立法的要求。
- Participates in the overall Hotel's management.
参与酒店的总体管理。
- Property maintenance
负责物业维修
- Assigned capital projects
负责分配的基本建设项目
- Utilities
负责公用事业
- Fire protection and preventative maintenance
负责消防和预防性维护
- Environmental protection, energy and water saving
负责环保、节能、节水
- Budgeting
预算
- Human resources
人力资源

Responsibilities and Obligations/职责和义务:

- Provide a professional, advisory and support service to the Director of Engineering / Chief Engineer to assist in meeting the strategic goals of the department.
为工程总监提供专业、顾问、支持服务，以协助实现部门的战略目标。
- Supervise and control the Maintenance Request System.
监督和控制维护请求系统。
- Control, initiate and undertake assigned capital projects, from design and pricing to construction and commissioning.
从设计、定价至施工和交工试运转，负责控制、发起和进行分配的基本建设项目。
- Analyse, monitor and maintain records relating to Utility costs throughout the Hotel.
分析、监控和保管与整个酒店的公用事业费用有关的记录。
- Oversee the general cost control aspects of maintenance.
监督维护的一般成本控制等方面。
- Carry out regular inspections of plant and equipment and ensure that inspections required by Government authorities are conducted and documented.
对装置及设备进行定期检查，确保开展政府当局所要求的检查并进行记录。
- Carry out general room inspections and preventative maintenance inspections including the scheduling of all these works.
负责开展一般性客房检查和预防性维护检查，包括所有工程的计划安排。
- Control and supervise the Fire Protection Preventative Maintenance Program.
控制和监督消防预防性维护计划。
- Check all Fire and Engineering safety features to ensure they operate at peak efficiency. 检查所有消防工程安全设备，以确保这些设备以最高效率运行。
- Ensure proper records are kept relating to all plant and equipment within the Hotel.
确保保存与酒店内的所有装置及设备有关的正确记录。
- Ensure proper measures are taken to protect the environment as per local legislation and the Hotel's adherence to it.
按照地方立法规定，确保采取适当的措施，以保护环境并使酒店达到环保标准。
- Implements energy and water management systems to minimize wastage and costs.
贯彻实施能源和水管理系统，以最大限度地减少浪费、降低成本。
- Implement cost effective Preventative Maintenance and Condition Monitoring Programs.
实施有成本效益的预防性维护和状态监测程序。
- Supervise the daily operation and maintenance of buildings, electrical and mechanical services, water features, fixtures, furnishings and equipment.
监督建筑物、电气和机械服务、水景、灯具、家具和设备的日常运行和维护。
- Liaise and supervise all Property Maintenance Contractors on site and ensure appropriate standards are met.
联络并现场监督所有物业维修承包商，并确保符合相关标准。
- Carry out all emergency repairs to all technical equipment, general fitting, welding and machining.
对所有的技术设备、通用配件、焊接和机械加工进行紧急维修。

- Maintain and audit all workshop tools and equipment for the running of workshop's trades and functions.
保养并审核所有车间工具和设备，使车间各项工作和职能得以正常开展。
- Ensure that workshops have adequate stock and materials in Stores and that all workshops are kept in a clean and safe environment.
确保车间备有足够的存货和材料，并确保所有车间均保持清洁、安全的状态。
- Oversee so that expenses are in line with departmental budgeting, capital plan and projects.
监督费用使其与部门预算、基本建设计划和项目一致。
- Participate in the preparation of the Strategic Business and Operating Plans.
参与编制战略经营及运营计划。
- Prepare monthly outlook/forecasts and reports.
编制每月的展望/预测和报告。
- Attend meetings as required.
按照要求出席会议。
- Implement opportunities for quality Team Building.
实施高素质团队建设。
- Ensure that all associates comply with the grooming and uniform standards.
确保所有员工的仪容仪表符合酒店的标准。
- Conduct development and performance reviews, identifying key personnel for further development and structured career pathing.
对关键人员进行培养和绩效评估，确定是否需要进一步培养，并构筑职业生涯之路。
- Implement and maintain training systems to ensure that associates have the necessary framework and skills to perform their job efficiently and effectively.
实施和维持培训系统，以确保设置必要的框架，使员工具备高效执行其工作的技能。
- Prepare work schedules and annual leave schedules within budget, business expectations and guidelines of the appropriate industrial legislation.
根据预算范围、业务预期和相应的产业立法指导方针，编制工作进度表及年假计划。
- Assist with the selection and appointment of new associates within the department.
协助部门内新员工的选拔和任用。
- Conduct regular staff meetings to keep all associates are fully informed
定期举行员工会议，让所有同事相互熟悉
- Ensure compliance with legislated workplace health and safety requirements
确保符合法定的工作场所健康和安全要求
- Comply with all Specific Standards and Procedures.
遵守所有的具体标准及程序。
- Promote by example the principle that the customers of the Properties Maintenance Department are the paying guest and all the Hotel Departments
通过实例宣传酒店维护部以及酒店所有部门的顾客都是付费客人的原则
- Actively promote a work environment, which cares for guests and associates alike.
积极创造关爱客人、关爱员工等的工作环境。
- Responsible for the cleanliness of all plant / mechanical equipment rooms.
负责所有机房/机械设备室的洁净度。
- Prepare Engineering reports as required by Area Directors of Engineering and Technical service office.

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编制工程技术区域总监服务办公室所要求的工程报告。

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
过硬的专业技术能力
- Sound understanding of preventative maintenance and condition monitoring.
充分理解预防性维护和状态监测的重要性。
- Financial acuity / Business acumen – the control of expenses/costs, the monitoring of financial procedures, and the maximisation of revenues through initiative.
具备财务敏感度/商业头脑 – 能够控制费用/成本、监测财务程序, 通过主动行动使酒店收入最大化。
- Human Resource Management skills - successful recruitment, training, and the development of each associate according to their potential for advancement.
具备人力资源管理技能: 成功的招聘、培训, 根据每个员工的发展潜力对其进行培养。
- Planning and organisation of resources for varying business levels in both the short- and long-term to achieve strategic goals.
规划和组织不同业务等级的短期和长期资源, 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
较强的沟通能力 - 必须具备母语的听、说、读、写能力, 确保工作场所良好的信息交流
- Ability to be a Change Agent and drive the pursuit of continuous improvement.
具备成为变革推动者的能力, 并能够致力于持续改进。

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- Leadership, Delegation, Motivation and Team Building skills
具备领导、委托、激励和团队建设能力
- Effective conflict resolution and problem solving skills
有效地解决冲突和解决问题的能力
- Professionalism
专业精神
- Sound information systems knowledge
具备全面的信息系统知识
- Legislation knowledge (building codes, fire safety and country standards)
熟悉有关法规（建筑法规、消防安全和国家标准）

Interrelations/相互联系:

Contact with all departments and staff.

与所有部门和员工保持联系。

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.

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。



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Employee Signature

员工签字

Date

日期