

INNARCHIVE .com	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.154
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Title: Painter
职位名称 油漆工

Department: Engineering
部门 工程部

Hierarchy: Reporting to Duty Engineer/Assistant Chief Engineer
等级 向值班工程师/副总工汇报

Direct Subordinates: N/A
直接下属 不适用

Indirect Subordinates: N/A
间接下属 不适用

Category: L6
类别 6级

Scope/职责范围:

- Under the guidance and supervision of the Hotel's Engineering Management, maintains and repairs all hotel interior and exterior finishes which includes walls, facades, ceilings, furniture, doors, windows, mechanical plant and equipment.
在酒店工程管理人员的指导和监督下，维护和修理酒店所有的内部和外部装修、包括墙壁、外墙、天花板、家具、门、窗、机械装置及设备。
- To ensure all areas are maintained as per designer's intent and in optimal condition pertaining to the quality of the facility.
确保所有区域均按照设计师的意图保持设施质量相关的最佳状态。
- Property preventative maintenance and repairs.
物业预防性维护及维修。
- Proficient in all applications pertaining to interior and exterior decorative surfaces including wall and ceiling fabric.
精通有关内部和外部装饰面的应用，包括墙布和顶棚布。
- Trade qualifications.
职业资格。
- Environmental protection, energy and water saving.
环保、节能、节水
- Engineering Policies and Procedures.
工程政策及程序。

Responsibilities and Obligations/职责和义务:

- Provide a support service to Director of Engineering to assist in meeting the strategic goals of the department.
为工程总监提供支持服务，以协助实现部门的战略目标。
- Wood finishing, staining and polishing.
木材加工、染色及抛光。

- Repairs to sheet plaster and solid walls.
维修石膏板墙和实心墙。
- Perform painting work with enamel, emulsion or epoxy two pack applications as required to match existing finish.
根据要求执行与现有装修相配的瓷漆、乳胶漆或环氧二合一漆的涂装工作。
- Proficient in colour matching, touch up refinishing of furniture.
精通颜色搭配、家具的修补整修。
- Application and repairs to both vinyl and fabric wall and ceiling coverings.
乙烯墙布、织物墙布以及吊顶的施工和维修。
- Performs spray painting of furniture, equipment and hotel areas as required.
根据要求完成家具、设备和酒店各区域的喷漆。
- Responsible for preparation of all surfaces prior to application of paint, wall covering or varnish.
负责涂料、墙面涂料或墙漆涂装前所有表面的预处理。
- Responsible for guest requests for repairs to guestrooms.
负责满足客人对客房维修的请求。
- Carrying out repairs to public areas based on individuals technical knowledge and experience.
基于个人的技术知识和经验对公共区域进行维修。
- Responsible for performing “Everything in working order” program in public areas.
负责完成公共区域“正常运作的一切”计划。
- Carry out preventative maintenance inspections as per computerised system.
按电脑化系统要求，开展预防性维护检查。
- Review daily logbook, rectify or follow up on all items left unsolved from any previous shifts in relation to painted surface repairs, discuss the same with the Engineering managers.
审查每天的工作日志，纠正或跟进先前的班次没有解决的所有与涂漆面维修有关的事项，并与工程经理讨论该问题。
- Perform cleaning and tidying of all Hotel engineering related areas including plant rooms, electrical, information systems and plumbing riser shafts, storerooms and engineering workshops.
负责所有酒店工程相关区域的清洁和整理，包括机房、电气、信息系统和立管井、库房和工程车间。
- Ensure Fire and Engineering safety features operate at peak efficiency.
确保消防工程安全设备以最高效率运行。
- Ensure proper measures are taken to protect the environment through correct disposal of chemicals related to painting and decorating and the Hotel’s adherence to it.
通过正确使用与油漆等措施保护环境，确保酒店始终遵循该准则。
- Maintain all workshop tools and equipment for the running of painter’s workshop functions. Raise purchase orders as required.
维护保养所有车间工具和设备，使油漆车间各项工作得以正常开展。根据需要下采购订单。
- Attend hotel and engineering specific meetings as required.
根据要求参加酒店和工程专项会议。
- To comply with the grooming and uniform standards as per employee handbook / policy and procedure.
遵守员工手册/政策和程序中的酒店仪容仪表标准。
- Attend training courses and workshops as scheduled.

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按计划参加培训班和研讨会。

- Participates as a pro-active team member in the Hotel's Energy conservation program by making appropriate recommendations to Engineering supervisors on energy conservation improvements.
作为积极主动的团队成员向工程主管提出适当的节能改进建议，参与酒店的节能计划。
- Becomes thoroughly familiar with Hotel's emergency procedures and perform assigned duties per Hotel and departmental procedures.
熟悉酒店的应急程序，履行根据酒店及部门程序安排的工作任务。
- Ensure compliance with legislated workplace health and safety requirements
确保工作区域符合法定的卫生以及安全要求。
- Ensure all requests for maintenance are carried out within an acceptable time frame.
确保在一个可接受的时间期限内完成所有的维护请求。
- Assist all engineering associates with maintenance and repairs when required.
必要时协助所有工程部员工完成保养和维修。
- Perform painting works as per manufacturers recommendations.
按照制造商的建议执行涂装工作。
- Repairs and maintenance to the physical building structure including minor installation work when required.
负责实际建筑结构的维修及保养，包括在需要时完成小规模的安装工作。
- Perform all assigned tasks to ensure the works have been completed in a reasonable time frame and to a standard pertaining to the hotel and as set by the Engineering management.
完成所有被分配的任务，以确保在合理的时间范围内按照酒店的相关标准和工程管理标准完成工程。

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

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵守所有紧急疏散预案，以保证客人及员工安全。
- Works in a safe manner that does not harm or injure self or others.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险或情况，并及时告知管理人员。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳个人卫生，着装，仪容仪表，肢体语言状态及行为。

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Competencies/能力要求:

- General maintenance aptitude and skill level.
具备常规的维修资质和技能水平。
- Understanding of preventative maintenance.
了解预防性维护的重要性。
- Knowledge of allied trades including carpentry, French polishing, timber staining and masonry work.
具备油漆、法式抛光、木材染色和修砌知识。
- Communication Skills – must be able to speak, read, write and understand the primary language(s). used in the workplace, ensuring good information flow.
沟通能力 - 必须具备良好的母语听、说、读、写能力，确保工作场所良好的信息交流。
- Team player.
具有团队合作精神。
- Attention to detail and quality.
注重细节和质量。

Interrelations/相互联系:

Contact with all departments and staff.

与所有的部门和员工保持联系。

Work Conditions/工作条件:

Regular hours with extra times occasionally
正常工作时间与偶尔的加班时间。

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