

INNARCHIVE .com	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.157
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Title: 职位名称	Audio Visual Technician 视听设备技术员
Department: 部门	Engineering 工程部
Hierarchy: 等级	Reporting to Assistant Chief Engineer / Duty Enginee 向副总工程师/值班工程师报告
Direct Subordinates: 直接下属	N/A 不适用
Indirect Subordinates: 间接下属	N/A 不适用
Category: 类别	L7 7级

Scope/职责范围:

- Responsible to ensure all audiovisual set ups offer the highest standard of service to meet customer/ guest requirements.
负责确保所有的视听设备能够提供最高标准的服务，以满足顾客/客人的要求。
- To ensure all audiovisual equipment and system are maintained to manufactures specification to ensure trouble free operation at all times.
按照生产规范维护保养所有视听设备和系统，以确保设备始终处于无故障运行状态。
- Responsible for audiovisual production requirements relating to client and internal hotel meetings and conventions.
负责与客户和内部酒店会议或大会有关的视听制作。
- Audio Visual equipment maintenance.
视听设备的维护。
- Audio Visual set ups and operation of all associated equipment
所有相关设备的视听设置及操作。
- Environmental protection and energy saving
环保和节能。

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，协助实现部门的战略目标。
- Operation of audiovisual equipment to meet client's requirements.
操控视听设备，以满足客户的要求。
- Audio Visual set ups within the Hotel's meeting facilities
酒店会议设施的视听设置。
- Preventative maintenance and repairs to electronic lighting and security systems within hotel.
酒店内的电子照明和安全系统的预防性维护和维修。
- Preventative maintenance and repairs to all audiovisual and associated equipment throughout the hotel.
整个酒店的所有视听设备及有关设备的预防性维护和维修。
- Carry out regular inspections of equipment as per the Hotels preventative maintenance system.
按照酒店的预防性维护制度对设备进行定期检查。

- Carry out general room inspections of all meeting areas to ensure equipment power and data connections is operational at all times.
对所有会议区进行常规房间检查，以确保设备电源和数据连接在任何时候都处于正常运行状态。
- Check all Fire and Engineering safety features to ensure they operate at peak efficiency within meeting spaces throughout the Hotel.
检查所有消防和工程安全设备，以确保这些设备在整个酒店的会议空间内以最高效率运行。
- Maintain an audiovisual equipment inventory and procedures for monitoring location of equipment at all times.
保管视听设备清单和程序，以便随时监控设备位置。
- Liaise and supervise all Contractors on site pertaining to meetings and conventions to ensure appropriate standards are met.
联络并现场监督与会议和大会有关的所有承包商，以确保符合相关标准。
- Maintain all workshop tools and equipment for the running of audiovisual section workshop's and functions.
保养所有车间工具和设备，使视听部车间各项工作和职能得以正常开展。
- Ensure that workshops and have adequate stock and materials in Stores and that all workshops are kept in a clean and safe environment. Raise purchase orders as required.
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。按照要求下采购订单。
- Attend meetings as required.
按照要求出席会议。
- To comply with the grooming and uniform standards as per employee handbook / policy and procedure.
按照员工手册/政策和程序遵从酒店的仪容仪表标准。
- Participate as a pro-active team member in the Hotel's Energy conservation program by making appropriate recommendations to Engineering Supervisors on energy conservation improvements.
作为团队成员积极主动地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.
十分熟悉酒店的应急程序，并按照酒店和部门程序履行所分配的职责。
- Attend training sessions and workshops as required to ensure knowledge of technological changes is current.
根据要求参加培训班和研讨会，以确保了解当前的技术变化。
- Assist with the selection and orientation of new associates within the department.
协助部门内新员工的选择和入职培训。
- Attend regular staff meetings as required.
根据要求参加定期举行的员工会议。
- Ensure compliance with legislated workplace heath and safety requirements
确保符合法定的工作场所健康和安全要求
- Comply with Hotel specific Standards and Procedures.
遵守酒店的具体标准和程序。
- Actively promote a work environment, which cares for guests and associates alike.
积极创造关爱客人、关爱员工的工作环境。
- Responsibility for the cleanliness of all audiovisual equipment rooms.
负责所有视听设备室的清洁。
- Become familiar and operate the Hotel's Building Automation system.
熟悉并能够操作酒店的楼宇自动化系统。
- Perform repairs to audiovisual equipment as per manufactures recommendations.
按制造商的建议对视听设备进行维修。
- Perform all assigned tasks to ensure the Engineering Management has completed in a reasonable time frame and to a standard pertaining to the complex as set the works.

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执行所有分配的任务，以确保在合理的时间范围内按照综合设施相关标准和工程管理标准完成工程。

- Assist all engineering associates with maintenance and repairs when required.
需要时，协助所有工程部员工完成保养和维修。

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。

Competencies/能力要求:

- Strong electronic technical skills.
过硬的电子技术技能。
- 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。
- 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。
- Effective problem solving skills.
有效解决问题的能力。
- Sound information systems knowledge.
具备全面的信息系统知识。

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
正常工作时间与偶尔的加班时间。

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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。

Employee Signature
员工签字

Date
日期