

	<b>RESOURCE LIBRARY</b> <b>STRUCTURE &amp; ORGANISATION</b> <b>Job Description</b>	<i>CODE:</i> 02.04.160 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 5
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<b><u>Title:</u></b> 职位名称	<b>Electrician</b> 电工
<b><u>Department:</u></b> 部门	<b>Engineering</b> 工程部
<b><u>Hierarchy:</u></b> 等级	<b>Reporting to Chief Engineer / Assistant Chief Engineer</b> 向总工/副总工汇报
<b><u>Direct Subordinates:</u></b> 直接下属	<b>N/A</b> 不适用
<b><u>Indirect Subordinates:</u></b> 间接下属	<b>N/A</b> 不适用
<b><u>Category:</u></b> 类别	<b>L6</b> 6级

#### **Scope/职责范围:**

- Under the guidance and supervision of the Hotel's Engineering Management, operates, maintains and repairs all aspects of the Hotel's Electrical distribution systems, Kitchen and Laundry equipment, Pumping systems, Water and Sewage treatment plants, Generators and Boilers.  
在酒店工程管理人员的指导和监督下，维护和修理所有的酒店配电系统、厨房及洗衣房设备、抽水系统、供水和污水处理、发电机和锅炉。
- Property preventative maintenance  
物业预防性维护
- Repairs to Electrical systems  
电气系统的维修
- Fire protection and preventative maintenance  
消防和预防性维护
- Environmental protection, energy and water saving  
环保、节能、节水
- Engineering Policies and Procedures / Recognized trade qualifications  
工程政策和程序/认可的职业资格

#### **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，协助实现部门的战略目标。
- Attends to repairs and maintenance of all systems and related equipment including but not limited to sub station, emergency generating unit, electrical control systems, lighting and dimmer racks, electrical switchboards, computer network cabling, laundry equipment, kitchen equipment and emergency systems.  
参与所有系统和相关设备的维修及保养，包括但不限于变电站、应急发电机组、电气控制系统、照明和调光柜、配电柜、计算机网络布线、洗衣设备、厨房设备和应急系统等。
- Perform meter readings in order to maintain records relating to utility costs throughout the hotel.

负责酒店的抄表工作，保管与整个酒店的公用事业成本有关的记录。

- Perform general and emergency repairs and maintenance to all plant and equipment based on skill and experience level.  
基于技能和经验水平对所有装置及设备执行一般和应急维修及保养。
- Carry out regular inspections of plant and equipment as per the daily checklist and ensure that inspections required by Government authorities are conducted and documented.  
按日常检查表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 repairs, preventative maintenance inspections and repairs as per computerised system.  
按电脑化系统要求，开展日常客房维修、预防性维护检查和维修。
- Perform and assist with the Fire Protection Preventative Maintenance Program ensuring all items are inspected as per weekly schedule.  
协助执行防火预防性维护计划，确保按每周日程安排检查所有的项目。
- Review daily log book, rectify or follow up on all items left unsolved from any previous shifts in relation to mechanical systems, 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机械系统有关的事项，并与工程经理讨论该问题。
- 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 records are kept relating to all plant and equipment for the hotel.  
确保保存与酒店的所有装置及设备有关的正确记录。
- Ensure proper measures are taken to protect the environment and the Hotel's adherence to it.  
确保采取适当的措施，以保护环境并使酒店达到环保标准。
- Monitor energy and water management systems to minimize wastage and costs using daily / weekly utility readings as a reference point.  
利用每日/每周的公用事业仪表读数作为参考点，监控能源和水资源管理系统，以最大限度地减少浪费、降低成本。
- Liaise and supervise Property Maintenance Electrical Contractors on site and ensure appropriate standards are met.  
联络并现场监督所有酒店电气维护合同单位，并确保符合相关标准。
- Maintain all workshop tools and equipment for the running of electrical workshop's trades and functions.  
维护保养所有车间工具和设备，使电气车间各项工作和职能得以正常开展。
- Ensure that electrical workshops have adequate stock and materials in Stores and that all workshops are kept in a clean and safe environment. Raise purchase orders as required.  
确保电气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 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的仪容仪表标准。
- Attend training courses and workshops as scheduled.  
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.  
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 Complex emergency procedures and perform assigned duties per Hotel and departmental procedures.  
熟悉酒店的应急程序，并履行酒店和部门程序所分配的职责。
- Conduct thermographic inspections throughout the hotel's electrical reticulation systems.  
对整个酒店的电网系统进行检查。
- Perform emergency lighting inspections as required.  
根据要求执行应急照明检查。
- Operate, adjust and repair audio, video and television sets as required.  
根据要求操作、调整和修理音频、视频设备及电视机。
- Perform test and tagging on all portable appliances as required.  
根据要求对所有手提仪表进行测试并贴上标签。
- Ensure compliance with legislated workplace health and safety requirements.  
确保遵守酒店工作区域的健康安全要求。
- Comply with Hotel specific Standards and Procedures.  
遵守酒店的具体标准和程序。
- Responsibility for the cleanliness of all switchboards / electrical equipment rooms.  
负责所有交换机/电气设备室的清洁工作。
- Ensure all distribution boards circuit breaker legend is maintained in an "as installed" mode.  
确保所有配电盘断路器均保持“实际安装”模式。
- Maintenance of Hotel's uninterrupted power supply's.  
负责酒店的不间断电源的维护。
- 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.  
需要时，协助所有工程部员工完成设备保养和维修。
- 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 electrical safety training for all associates.  
负责所有员工的电气安全培训。
- Perform equipment repairs as per manufactures recommendations.  
按照制造商的建议进行设备维修。
- Repairs and maintenance to the physical building structure including minor installation work as and when required.  
负责实际建筑结构的维修及保养，包括小规模的安装工作及必要的工作。
- Liase with Engineering associates in their daily activities and assigned projects as directed by the engineering managers.  
在日常活动中与工程部员工保持联络，并按照工程经理的指示分配项目。
- Perform all assigned tasks to ensure the works have been completed in a reasonable time frame and to a standard pertaining to the complex and as set by the Engineering management.  
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相关工作。

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### **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 technical and problem solving skills  
过硬的技术本领和解决问题的能力。
- Sound understanding of preventative maintenance.  
充分理解预防性维护的重要性。
- Financial acuity - the control of expenses/costs.  
具备财务敏感度– 能够控制费用/成本。
- 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。
- Legislation knowledge (building codes, fire safety and country standards).  
熟悉有关立法 (建筑法规、消防安全和国家标准)。
- Sound information system knowledge.  
具备全面的信息系统知识。
- 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。

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**Work Conditions/工作条件:**

Regular hours with extra times occasional.  
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.

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