

INNARCHIVE .com	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.162
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<u>Title:</u> 职位名称:	Mechanical Plumber 机械水暖工
<u>Department:</u> 部门:	Engineering 工程部
<u>Hierarchy:</u> Engineer 等级:	Reporting to Chief Engineer / Assistant Chief Engineer/Duty 向总工/副总工/值班工程师汇报
<u>Direct Subordinates:</u> : 直接下属:	N/A 不适用
<u>Indirect Subordinates:</u> 间接下属:	N/A 不适用
<u>Category:</u> 级别:	L6

Scope / 职责范围:

- Property preventive maintenance.
物业预防性维护。
- Repairs to HVAC systems / Fire protection and preventative maintenance, Domestic water system, Heating supply system, Boiler system.
维修暖通空调系统/消防和预防性维护, 生活水系统、供暖系统、锅炉系统
- 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服务, 以协助实现部门的战略目标。
- Attends to repairs and maintenance of all systems and related equipment including heating, ventilation and air-conditioning and refrigeration equipment.
参加所有系统和相关设备 (包括供暖、通风、空调和制冷设备) 的维修及保养。
- Responsible for operation, repairs and maintenance of all boiler, fridge units, ice machines, air dryers, refrigerated air conditioning and the refrigerated system of the dry cleaning machine.
负责所有锅炉、冰箱、制冰机、空气干燥机、制冷空调及干洗机制冷系统的的操作、维修和保养。
- Perform daily log readings of cold rooms and refrigerators ensuring proper operation of equipment
每日记录冷藏室和冰箱的读数, 确保设备的正常运行,

- 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，开展一般性客房检查、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 Construction Quality, 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任何与工程质量有关的项目，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 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。
- Maintain all workshop tools and equipment for the running of refrigeration workshop trades and functions.
维护保养所有车间工具和设备，使制冷车间各项工作和职能得以正常开展。
- 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。
- 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.
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.
非常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 regular staff meetings as directed.
按照指示参加定期举行的员工会议。

- 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
- Responsibility for the cleanliness of all plant / mechanical equipment rooms.
负责所有的机房/机械设备室的清洁性。
- 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保养和维修。
- Perform equipment repairs as per manufacturers recommendations.
按照制造商的建议，进行设备维修。
- Ensure water treatment systems pertaining to the HVAC system are operating and maintained.
确保与暖通空调系统有关的水处理系统的运行和维护。
- 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。
- Ensure kitchen equipment running normally, fix timely when found fault.
保证厨房设备的正常运行，发现故障及时维修。
- Do the maintenance/repair work timely when there is fault for room sanitary ware and equipment, at same time, keep customer service standards.
客房卫生洁具及设备需要维修时，应及时维修，同时做好对客服务准则。
- Finish the relevant Annual & Monthly maintenance plan according to the usage of the equipment, and put into effect strictly.
根据设备的使用，完成相应的年度、月度维护保养计划，并严格实施。
- Strictly in accordance with working procedures to ensure maintenance of specified completed timely and accurately.
严格按工作程序，保证维修单指定的工作及时、准确地完成。
- Be responsible for the pipes, valves and accessories of water supply and drainage system.
负责酒店给排水系统管道、阀门及其辅件的维修保养。
- Be responsible for maintenance of pipes, valves, fire hydrants, fire hydrants, pumps and accessories for steam system.
负责蒸汽系统的管道、阀门、消防水龙头、消防栓、泵及其辅件的维修保养。
- Be responsible for room sanitary ware such as: shower, washbasin, faucet, toilet, floor drain, repair and maintenance of equipment and facilities.
负责客房卫生洁具如：淋浴头、洗脸盆、水龙头、马桶、地漏等设备设施的维修保养。
- Be responsible for maintenance of water tap, water supply and drainage pipe, floor drain of the kitchen and laundry.
负责各厨房、洗衣房的水龙头、进排水管道、地漏等设施的维修、保养。
- Cleaning and unblock work for all the underground pipes, floor drains, and drain well of all hotel areas.
酒店内建筑及所有场地的地下管道、地漏和阴井的清理、疏通。

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- Be responsible for the maintenance of cold water, cooling water, main pipes, valves and accessories of refrigeration system.
负责制冷系统装置的冷冻水、冷却水、主管道、阀门及辅件维修保养。
- Be responsible for repair and maintenance of main gas piping, valves and accessories.
负责煤气主管道、阀门及辅件的维修保养。
- Be responsible for cleaning of domestic water tank and fire water tank, repair and maintenance of floor water tanks, expansion tank and accessories.
负责酒店生活水池、消防水池的清洗，楼层水箱、膨胀水箱及辅件等的维修保养。
- repair and maintenance for the above all the systems according to maintenance plan.
按维修保养计划对上述系统进行维护、保养。
- Finish the Energy meter record, and make an inspection tour for equipment room.
完成能源抄表，巡视设备间。
- Check the running condition of boiler, and fix it when fault.
巡视锅炉运行情况，出现问题及时维修。

Security, Safety and Health / 保安、安全和健康要求:

- Maintains high confidentiality in regards to guest privacy.
严格保守客人隐私信息相关的机密。
- 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.
将失物招领处的物品通报给客房部经理。
- 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 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。

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- 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 refrigeration gas safety standards).
熟悉有关法律 (建筑法规、消防安全和制冷气体安全标准)。
- 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.

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