



Job Description for a “Perfect Chief Engineer”

1. Projects:

Must be capable of handling complete project work related to Hotel Engineering, starting from feasibility study, concept development, preparation of scope of work, Technical scrutiny, Evaluation of bill of quantity from minor to major projects including, architectural, interior, MEP, HVAC complete with detailed snagging and take over all the relevant project documents and drawings.

2. Tendering:

Must be expert in tendering process including, evaluation of tenders, estimation, effective negotiation, award of works, enforcement of agreements, scheduling & execution of works, measurements, certifications and payments including warranties etc.

3. Renovation and Refurbishments:

Must advise on time and creates renovation program of Hotel rooms, restaurants, landscaping, pools, ball rooms, kitchen, laundry, meeting rooms, plant and machineries including FF&E and OSE suitable for entire Hotel facility.

4. Financial : Budgeting and Forecasting:

Should have exposure in POMECE budgeting like pay rolls, AMC's, energy costings, spares, stores and inventory control, rolling forecast, contingency planning and cost cutting , Make or buy, utilizing the available resources effectively, month end review of engineering financial results, operational alignment of engineering services in line with business trends.

5. Operations:

Must be expert in Hotel Engineering operation with vast exposure to five star Hotel engineering management of large facilities. Setting operational goals, implementing plans, tracking the progress of operation, efficient improvement of engineering services in line with budget limits.

6. Maintenance:

Must be specialist in creating preventive maintenance program, periodical check lists, documentation. Expert in Predictive maintenance. Strong interpersonal skills in handling break down maintenance and swift actions to restore sensitive plant and machineries on 24x7 basis. Establish and customize preventive maintenance schedules with structured planning and highest service standards for five star properties.



7. Brand compliance and Quality Audits

Must be well-versed in brand compliance of international chain of Hotels, Sound knowledge of implementing QA standards in short period and enhance the performance of the entire facility. Effective in dealing external facility auditors.

8. Energy Manager:

Should be exceptional in carrying out energy self-audit. Proven track record in reducing energy cost of existing Hotels by aggressive and consistent implementation of best practices in five stars Hotel. Talented in providing potential energy saving solutions with clear ROI. Updated on current trends in energy saving opportunities through Energy University. Compassionate in energy, environmental group activities. Chairs and leads energy committee of Hotel Operation.

9. HACCP Management:

Must practice and implements HACCP standards. Must play a key role in certification of two premier Hotels in UAE. Active member of HACCP team and carry out cross audits. Highly effective in overcoming prolonged and perpetual food hygiene and safety challenge in kitchen and storage areas.

10. Liaison with authorities:

Should be able to handle governmental authorities like, Electricity and water provider, Municipalities, civil defense, Hotel classification committee, tourism authorities related to Hotel engineering, Horticulture Department and Building mutually acceptable net working with all officials, with prime focus towards benefit of the Hotel and implementation of government directives.

11. Fire life safety:

You should be able to evaluate all the fire life safety system in the Hotel like fire alarm, firefighting systems including hydrants, wet raisers, dry raisers, extinguishers. Periodical training of Hotel Team in fire life safety standards. Organize and fire mockup drills in ordination with local fire authorities as applicable. Responsible for complete fire life safety of the Hotel. Trained and skilled in emergency, crisis, disaster management and Fire Marshal of the Hotel.

12. Talent Management and Recruitment:

Your role is responsible for engineering team recruitment, man power planning and building strong technical team with highest level of productivity and engagement index. Achieved and maintained highest level of departmental staff satisfaction consistently and kept the lowest turn over



department in the Hotel. Setting team with systematic distribution of technical rank and file staff with in available budget limits and retain talents through progressive developmental plans.

13. Training and communication skills:

You must be capable of leading Hotel Engineering training modules, develops training needs in the department and implements on the job trainings. Manage departmental training calendar, analyses and controls training documents of Engineering Department. Plan and workout annual training and developmental plan for external and internal. Effective in imparting training in Hotel Engineering.

14. Computers and CAD applications:

Technology friendly and self-organized in computers documentations and applications. Excellent use of Power points, Excel, word. Expert in using computers without any support. Updates skills periodically and refresh.

15. Administration:

The role requires some who can lead qualified engineers, large number of Technicians and engineering administrator. Responsible for complete administration of engineering department of Hotel. Management of vacation and leave plans. Develops rewarding and engagement plans and team building activities of the Engineering team. Control on Engineering stores, inventories, engineering procurements, Engineering drawings, Documents, records.