

ShieldHOTELS

Position Title: Chief Engineer

Reports To: General Manager

Date Written/ Revised: 3/21/2025

Position Purpose:

To maintain the entire hotel facility, including physical building structure, all mechanical, electrical, H.V.A.C. systems and related equipment in accordance with energy conservation and preventative maintenance programs. Ensure the upkeep of guest areas to maintain an attractive hotel. Manage all rehabilitation, expansion, and special projects.

Examples of Duties:

- Conducts walk-throughs and visually assess the safe and efficient maintenance and operation of the physical structure(s) of the hotel, all mechanical, electrical, H.V.A.C. systems and any other related equipment.
- Assigns and verifies completion of all routine maintenance on public spaces, meeting rooms, ballrooms, outlets, back of the house spaces and grounds. Assigns and verifies completion of all repairs, replacement, and renovations projects to offices, and employee work areas.
- Hires, trains, supervises and disciplines department staff.
- Adheres to all Corporate required purchasing policies and controls, to include all outside contractor bids, budgets and schedules.
- Maintains effective Energy Management and Preventive Maintenance programs, conducting special training for other operating departments on the safe and efficient use of equipment and energy in the hotel.
- Informs the General Manager and hotel department heads, on a regular basis, regarding the specific and overall condition of the building structure(s), related systems and equipment offering prudent, and cost effective proposals for maintaining same. Accesses and inputs information into a computer and generates reports.

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- Repair, touch up or replace light bulbs, lamps, switches, outlets, faucets, toilets, hardware, filters, paint, furniture, wall covering, caulking, grouting or other miscellaneous repairs as needed.

Other:

- Regular attendance in conformance with the standards, that may be established by Shield Hotels from time to time is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.
- Due to the cyclical nature of the Hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.
- Upon employment, all employees are required to fully comply with Shield Hotels rules and regulations for the safe and efficient operation of Hotel Facilities. Employees who violate Hotel Rules and Regulations may be subject to disciplinary actions, up to and including termination of employment.

Specific Job Knowledge, Skills, and Abilities:

- Ability to use a variety of power tools
- Knowledge of various trades, including carpentry, plumbing, electrical
- Ability to stoop, kneel, grasp, lift, push, and pull weights of up to 80 pounds
- Climb ladders up to 30' in Height and reach in all directions, including overhead

Grooming Standards:

All employees must maintain a neat, clean and well-groomed appearance in line with handbook standards, as well as food and beverage health and safety standards.