



## Cardo Hotels – Chief Engineer

### Chief Engineer

Job title:	Chief Engineer
Reports directly to:	General Manager
Direct Reports:	Maintenance Department

### Overall Job Purpose

- Provides a high level of property maintenance knowledge.**
- Position has overall responsibility for maintaining the building, grounds and physical plant with particular attention towards safety, security and asset protection.**
- Accountable for managing the budget, capital expenditure projects, preventative maintenance and energy conservation.**
- Develops and implements strategies that will deliver products and services, which meet or exceed the needs and expectations of guests and employees while maximizing the financial performance.**
- Responsible for maintaining standards and regulatory requirements. Leads the emergency response team for all facility issues.**

### Competencies

- Critical thinking
- Analytical Skills

- Strong math's skills
- Attention to detail
- Problem solver
- Positive approach

## Qualifications, Skills & Experience

- Fluent in both English- Italian
- Strong understanding of engineering and maintenance
- Internationally experienced
- Technical training in HVAC-R/Electrical/Plumbing

### Candidate profile

#### Education and Experience

Minimum 7-year experience in similar role in comparable property with sizeable rooms and meeting spaces.

#### Preferred:

- Has demonstrated the ability to always work on behalf of Guests
- Has demonstrated the ability to work with other Team Members
- Successful track record of working in a collaborative/matrixed environment

#### Principal Accountabilities

#### Managing Engineering Operations and Budgets

- 1.Work with property team to determine how Engineering is performing against budget and highlights areas of concern to leadership.
- 2.Manage the physical plant including equipment, refrigeration, HVAC, plumbing, water treatment and electrical systems in accordance with Standard Operating Procedures.
- 3.Administer service contracts to support property needs.
- 4.Ensure fire crew has complete understanding of all procedures, equipment and alarms.
- 5.Coach and support leadership team to effectively manage controllable expenses (e.g., wages, heat, light and power, water consumption, tools and equipment, grounds keeping supplies, uniforms, vendors, service agreements, inventory, etc.).
- 6.Manage and control heat, light and power.
- 7.Develop an engineering operating strategy that is aligned with the property/brand's business strategy.
- 8.Develop and manage Engineering budget.
- 9.Ensure integration of departmental goals in game plans.

- 10.Oversee execution of long-term preventative maintenance and 10-year asset protection plans.
- 11.Review financial reports and statements to determine how Engineering is performing against budget.
- 12.Address potential areas of concern and proposing solutions to owners in a proactive manner.
- 13.Communicate a clear and consistent message regarding departmental goals to produce desired results.
- 14.Supervise construction to ensure timely completion of projects within budgetary guidelines.

#### Maintaining Engineering Standards

- 1.Ensure compliance with state, local and federal regulations.
- 2.Maintain property life & safety systems (e.g., firefighting equipment, sprinkler systems, and alarm systems).
- 3.Ensure building and equipment licenses, permits and certifications are current.
- 4.Ensure property policies are administered fairly and consistently.

#### Managing Profitability

- 1.Manage areas of operation to budget by reviewing operating statements, budget worksheets and payroll progress reports.
- 2.Monitor and manage the payroll function.
- 3.Manage department's controllable expenses to achieve or exceed budgeted goals.
- 4.Participate in the development of department's capital expenditure goals; manages projects as needed.
- 5.Participate in the budgeting process for areas of responsibility.
- 6.Prepare weekly and period end P&L critiques.
- 7.Understand the impact of department's operation on the overall property financial goals; educate staff on details as appropriate.
- 8.Review and manage controllable expenses such as, heat, light, power, water consumption, tools and equipment, grounds keeping supplies, uniforms, vendors, service agreements, etc.

#### Conducting Human Resources Activities

- 1.Ensure employees are treated fairly and equitably.
- 2.Ensure disciplinary procedures and documentation are completed according to Standard and Local Operating Procedures (SOPs and LSOPs) and support the Peer Review Process.
- 3.Utilize employee feedback and an "open door" policy to identify and address employee problems or concerns in a timely manner.
- 4.Celebrates successes by publicly recognizing the contributions of team members.
- 5.Resolve guest problems and complaints.
- 6.Bring issues to the attention of Human Resources as necessary.
- 7.Ensure that regular on-going communication takes place throughout the engineering operation to communicate daily operations activities, set expectations and create awareness of business objectives.

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