

POSITION DESCRIPTION

JOB TITLE: Chief Engineer (Full-Time)

DEPARTMENT: Hotel Maintenance

REPORTS TO: General Manager or Designate

ESSENTIAL PURPOSE: To manage the operation and administration of the Maintenance Department to ensure all hotel structures, furnishings, and equipment are optimally functional and aesthetically pleasing.

ESSENTIAL DUTIES:

- To satisfactorily perform routine administrative tasks as directed, including purchasing; supply and equipment inventory control; processing maintenance requests; report production; file maintenance; mail handling; and initiating and handling check requests, P.O.'s, and personnel transactions reports.
- To research and interview vendors to obtain the best price and availability of maintenance supplies.
- To hire, train, schedule, support, review, discipline, and terminate employees directly accountable to his/her position, to maintain highest possible levels of employee morale and department productivity.
- To review and prioritize all daily work orders, interfacing with the General Manager when necessary.
- To oversee and administrate the property preventive maintenance programs to ensure consistent, reliable operation of systems and to minimize downtime and loss.
- To participate in regular inspections of the entire property.
- To initiate or review all Maintenance Department capital expenditure requests prior to approval of the General Manager.
- To continually monitor service and quality standards as measured by SQS, Preferred Hotels, guest correspondence, and other mystery shopper programs.

- To monitor efficiency, consumption, and hotel allocation of natural gas, electricity, and other fuel sources.
- To monitor conditions, operational quality, and maintenance of hotel vehicles.
- To ensure that service and quality standards are maintained by engineering staff personnel consistent with a luxury resort hotel.
- To schedule, coordinate, and inspect all rooms-related Preventative Maintenance, rooms refurbishment, and public area projects on a regular basis.
- To assist management in determining the necessity and viability of outside contractors, and to investigate contractors and submit recommendations for final approval.
- To act as hotel liaison with outside contractors and agencies when involved in major rehabilitation projects and facility additions.
- To prepare annual departmental budget, according to the specifications set forth by the General Manager with the assistance of the property Controller.
- To continually monitor and control departmental expenditures to ensure meeting operational standards while maintaining annual budget and operating margins.
- To put out to bid, annually, all major vendor supplies needed for departmental operations.
- To participate in Surf & Sand Hotel's MOD program, and attend hotel functions, as directed.
- To follow all specified procedures to correctly handle cash.
- To properly document Personnel/Payroll transactions, as directed, for processing in the Personnel office.
- To understand and respond to all guest requests in a timely and professional manner.
- To promote and comply with all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others, including the safe operation of all power-driven machinery.

- To ensure safe work practices of all Maintenance staff, including compliance with company and departmental safety rules and regulations and the proper use and handling of all relevant equipment.
- To ensure departmental safety training for all new Maintenance employees before they begin to work.
- To conduct regular departmental operations meetings, including monthly safety meetings which should be documented for OSHA compliance.
- To ensure proper use, storage, and labeling of all hazardous chemicals used by Maintenance employees, in accordance with state and federal regulations.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Must have minimum two years post High School education, preferably in related area of studies, or equivalent work experience. English fluency required. Spanish fluency preferred. Must be able to read and interpret drawings, diagrams, and blue prints of all trades. Mastery of one or more building trades required. Requires “hands-on” working knowledge of the following systems and their related components: HVAC/R, electrical, plumbing, commercial kitchen, water features, and general building construction. Requires current certification for servicing refrigerant containing systems, in compliance with state and federal regulations. Familiarity with WordPerfect and Lotus helpful. Familiar with hospitality industry budgetary and accounting procedures. Familiar with general maintenance requirements of luxury resort environment. Familiar with OSHA, SB198, local Department of Health regulations, and relevant current laws governing handling of hazardous substances. Must be able to distinguish colors, including pastels. Valid California driver’s license required. Proof of personal automobile insurance coverage required. Hotel experience preferred.

SKILLS AND APTITUDES: Demonstrated ability to train staff and ensure luxury resort customer service. Strong written and verbal communication skills. Organized and efficient. Safety-minded. Good team player. Detail oriented. Highly self-motivated. Ability to effectively manage staff to maintain a high level of morale and productivity. Ability to work well under pressure.

WORKING CONDITIONS: Indoors: Clean, and well-lighted office. No air conditioning. Outdoors: May be exposed to weather conditions. Works on all ground surfaces, including concrete, soil, and grass. Bi-level structures. Extensive property. Some exposure to hazardous substances and fumes. Some exposure to noise of power-driven machinery. May work in confined, difficult to access areas.

PHYSICAL DEMANDS: Stand/walks approximately 60% of shift. Sits at desk or in meetings approximately 40% of shift. Strength, flexibility, and good reflexes required to operate power-driven machinery. Occasionally required to move objects weighing up to 80 lbs. over short distances. Must be flexible to work long, sometimes irregular hours. Frequent use of stairs, daily.

IMPACT OF DECISION: Decisions directly impact guest service and hotel condition and appearance. Poor decisions may result in guest dissatisfaction and loss of revenues, due to lack of follow-through, ineffective management of staff, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

EXEMPT POSITION: Exempt employees are not covered by the overtime provisions and do not receive overtime pay. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____

Supervisor signature

Date: _____