**Job Title:** Engineering Supervisor - Mechanical

**Department:** Engineering

**Reports to:** Assistant Engineering Manager - Building

**Position Level:** Supervisor (S)

***Position Overview***

The Engineering Supervisor – Mechanical is responsible for supervising the team and also doing operation, repair and maintenance of electrical related system to make sure safe and smooth operation within the set quality standard required to support the best guest experience and quality of property assets. Building covered are villas and beach suites, FB Outlets and kitchen, BOH and offices, stores, spa, water sport, arrival house, pool house etc. Equipment covered: refrigeration system, electrical and mechanical related equipment, pump & plumbing, HVAC, etc.

***The Role***

* + - * Use Proper PPE (Personal Protective Equipment) and tools.
			* Always keep own cleanliness, safe and hygiene and do proper hand washing and sanitizing.
			* Follow company P&P (Policy and Procedure) on grooming and uniform usage.
			* Follow P&P of working in certain hazardous condition.
			* Follow certain SOP (Standard Operating Procedure) for a specific job.
			* Lead and supervise the team of electricians and the team of building maintenance.
			* In charge of 3 shifts schedule as set by Assistant Engineering Manager. During in charge, always carry the duty mobile and act as centre of contact for any maintenance and repair request to engineering.
			* Take care of all areas in buildings including electrical, mechanical, AC, civil works.
			* Ensure maintenance plan for electricals is in place and hardcopy attached to the white board.
			* Perform scheduled electrical maintenance and ensure records are well documented.
			* Perform repair of electricals on site or in the workshop and ensure records are well documented.
			* To attend quickly on the maintenance request and if needed, distribute to the related skilled team to attend the request.
			* To coordinate with housekeeping team when attending certain maintenance request in the villas.
			* To make sure the maintenance plan is executed by reminding supervisors, AC technicians, kitchen technicians, mechanics, and civil team.
			* To coordinate with civil team, housekeeping, front office, food and beverage and other related department to make sure villa blocking and outlet blocking for maintenance and ensure work is done within the set agreed time.
			* To inform superior on the need of necessary quick action related to serious issue with facilities affecting guest experience.
			* Attend to fire alarm calls and go further based on SOP of fire alarm system.
			* To coordinate AV set up for certain BEO with electrician and other necessary colleagues.
			* To utilize BMS/BAS to operate and watch equipment operation and to attend if any abnormality.
			* To cooperate with housekeeping for getting copy of swimming pool test report to understand if need to take action on any MEP required repair and maintenance.
			* To follow SOP of working in the F&B Outlet and kitchen for food and hygiene control.
			* To do reading of energy and water meter on daily basis and to input into computer system, take necessary action if found any abnormality and report to supervisor.
			* To check regularly if any abnormality on the TV system and take necessary action to the TV location or SMATV room. To regularly adjust the satellite dish direction.
			* To support Security department for any technical issue with CCTV system.
			* To adjust the timer of public area lighting monthly. To conduct a walk-around especially in the evening to see if timer for lighting is correctly set.
			* Describe in detail on spare parts request concerning specification, brand, model and quantity.
			* Perform cleaning and keep cleanliness of working area, workshop and plants rooms.
			* Maintain an inventory for tools, consumable and spare parts used and report to Store Keeper and Supervisor the day the job is finished and at regular intervals set by Supervisor.
			* To keep communicating with the team on follow up and update of the job status on mobile, log book and computer.
			* Do proper handover with colleague at the beginning and finishing of the shift.
			* Attend the trainings and courses arranged by company.
			* Attend daily briefings, weekly meetings, monthly meetings and any other regular meetings set by department and management.
			* Plan with supervisor for leave and day in lieu.
			* Set in charge as part of fire emergency team, tsunami emergency team and other emergencies as part of ERT.
			* Involve actively in fire life safety program and sustainability program.
			* Perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School in science or electrical or mechanical.
* Attended First Aid, CPR, firefighting training and trained mainly in air conditioning system plus additional in substation, transformer, lighting, fire alarm system, PABX, CCTV, SMATV, AV system, BMS, RCU, solar panel, electrical and electronics, lightning protection, key card system, etc.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as Mechanic.
* Experiences of doing maintenance of air conditioning system as a major and additional in electrical system, electronic controls, substation, transformer, lighting, fire alarm system, PABX, CCTV, SMATV, AV system, BMS, RCU, solar panel, electrical and electronics, lightning protection, key card system etc.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.
* Familiar with mechanical tools.
* Experience in mechanical & electrical system, IT System, Kitchen equipment is a plus.