**Job Title:** Mechanic - Building

**Department:** Engineering

**Reports to:** Engineering Supervisor Mechanical - Building

**Position Level:** Rank & File (L)

***Position Overview***

A Mechanic - Building is responsible for operation, repair and maintenance of mechanical equipment to make sure safe and smooth operation within the set quality standard required to support for best guest experience and quality of property assets. Equipment covered are pumps, heating and ventilation system, plumbing and sanitary system, pool machinery, minibar, buggy, welding and common equipment in guest rooms and public area.

***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 company P&P on maintenance request in occupied guest room and for public areas.
			* Follow P&P of working in certain hazardous condition.
			* Follow certain SOP (Standard Operating Procedure) for a specific job.
			* Perform scheduled equipment maintenance and ensure record are well documented.
			* Perform repair of equipment in guest room or in the workshop and ensure record are well documented.
			* Perform as interim duty engineer whenever required by making necessary log sheet and other common duty engineer tasks.
			* 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 completed and at regular intervals set by Supervisor.
			* Cooperate closely with other technicians and colleague in other departments on any related works.
			* Report to supervisor on the status of the job done, update in computerized/online system/ log book/log sheet.
			* 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 as part of fire brigade team as part of emergency response team.
			* 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 completed in science or mechanical.
* Attended First Aid, CPR, firefighting training and on the job training in pumps, heating and ventilation system, plumbing and sanitary system, pool machinery, minibar, welding and common equipment in guest rooms and public areas.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as a mechanic.
* Experiences of doing maintenance of pumps, heating and ventilation system, plumbing and sanitary system, pool machinery, minibar, welding and common equipment in guest rooms and public areas.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.
* Familiar with mechanical tools.
* Experience in AC maintenance, kitchen maintenance, power house, STP, RO Plants, electricals is a plus as it will sometimes be interchangeable work duty, based on the work priority, driven by focus on best guest experience.