

## Sunburst Hospitality Corporation Job Description

**Job Code:** 50221  
**Job Title:** Chief Engineer  
**FLSA Status:** Exempt  
**Prepared Date:** March 2003  
**Reports To:** General Manager

**SUMMARY:** To supervise the maintenance operations and physical condition of the hotel to ensure highest standards of guest satisfaction within allotted budget.

**QUALIFICATIONS:** To perform this job successfully, the individual must be able to **perform each essential duty and responsibility in a safe and satisfactory manner**, and the individual must be **punctual** and **have a good attendance record**, and **have reliable means of transportation to work**. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Supervises, develops and maintains an ongoing maintenance operation for hotel, including refrigeration, heating, plumbing, water treatment, preventive maintenance, hotel rooms, air/heating units, ice machines, swimming pools, lighting, kitchen equipment, emergency generators, water softeners, switch rooms, roof exhausts, electrical substations, etc.
- On an ongoing and regular basis, inspects and evaluates physical condition of entire hotel asset, including all guestrooms, public areas, pool area; completes and retains inspection reports on a regular and timely basis, using then-current Company inspection forms.
- Works closely with other departments (i.e., Front Office and Housekeeping Departments on maintenance and repairs issues) and Corporate Project Manager to ensure high level of customer satisfaction.
- Orders material and completes work assignments on time and by a specified date.
- Performs work within departmental expense plans. Assists General Manager in capital budgeting.
- Maintains hotel by performing painting, plumbing, electrical wiring, and other related maintenance activities.
- Replaces/cleans air conditioner filters.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- May tend furnace, air conditioner and boiler to provide heat, cool air and hot water for guests.
- Interprets specifications, job orders and company policies to maintenance employees.
- Oversees compliance with OSHA standards regarding proper usage, dilution of products, equipment safety and usage as well as blood-borne pathogen precautions and procedures. Refers to Sunburst Hospitality Risk Management Procedure Manual for all OSHA standards.
- Establishes or adjusts work procedures to meet production schedules, recommends measures to improve production.
- Analyzes and resolves work problems or assists employees in resolving work problems.
- Supervises and motivates maintenance staff including hiring, firing, coaching, counseling, evaluating and training activities.
- Communicates verbally and in writing with all levels of employees.
- Attends periodic meetings with General Manager and/or department heads, conducts and/or participates in safety meetings at designated intervals with hotel staff.
- Submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space.

Job Code: 50221  
Job Title: Chief Engineer

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):**

- Understands government regulations affecting hotel's operations, ensuring hotel is operated in compliance with all applicable laws, ordinances, regulations, and requirements of any federal, state or municipal authority.
- Understands hotel's MANAGER ON DUTY PROGRAM, following MOD Manual guidelines and Risk Management Manual procedures when responding to incidents.
- Watches for suspicious activity; may patrol public rooms, investigate disturbances, and warn troublemakers; reports any problems to local law enforcement, Hotel Security, or General Manager, as applicable.
- As required of all hotel associates, assists any customer or potential customer in a prompt, courteous, friendly, and helpful manner at all times.
- Other duties and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES:** May supervise one or more of the following positions: *Assistant Chief Engineer and Maintenance Worker*. Supervises and motivates all Maintenance Department staff. Carries out supervisory responsibilities in accordance with the Company's policies, training programs, and applicable laws. Responsibilities include recruiting, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Motivates employees by creating a pleasant work environment. Establishes pride and emphasizes job importance for Company and employees. Establishes standards and procedures for work of maintenance staff and enforces Company policies and procedures. Assigns duties and shifts to housekeeping department employees. Ensures all maintenance staff receive adequate training on established maintenance procedures. Implements timely and effective corrective actions when necessary.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) preferred. Requires one to three plus years of occupationally-significant combination of vocational education, apprentice training, on-the-job training, and essential experience in less responsible hotel skill level and management positions.

**LANGUAGE SKILLS, MATH SKILLS & REASONING ABILITY:** *Must be able to:*

- Read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports, correspondence, summaries, and reports in English using prescribed format.
- Ability to speak effectively in English before groups such as customers or employees.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to add, subtract, multiply and divide numbers in order to interpret financial information, prepare budgets and track inventory.
- Read and interpret business records and statistical reports.
- Make business decisions based on production reports and similar facts, as well as on your own experience and personal opinions.

**COMPUTER SKILLS:** *Should have sufficient computer skills that will allow the individual to be able to use, in a proficient manner, certain Company-issued software programs such as **Microsoft Word** and **Microsoft Excel** for purposes of communication, ordering supplies, and overall management of maintenance function.*

Job Code: 50221  
Job Title: Chief Engineer

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. **The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.** The employee must be able to see differences in widths and lengths of lines such as those on graphs. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ENVIRONMENTAL CONDITIONS & WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ENVIRONMENTAL CONDITIONS & WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is regularly exposed to outside weather conditions and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, vibration, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

The employee must be able to:

- Work effectively in a stressful environment.
- Communicate well with others.
- Effectively deal with guests, customers and visitors.
- Accept constructive criticism from supervisors.
- Change activity frequently and cope with interruptions.
- Work according to a set schedule, including weekends and holidays as required, and on occasion may be consulted by telephone and/or called in to work on short notice in response to emergency or urgent conditions at the hotel.

**IMPORTANT NOTE:** *Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the then-current needs and requirements of the Company and/or the hotel.*

---

Employee Signature

---

Employee Name – Printed

---

Date

*Note to General Manager: please provide a copy of this signed job description to the employee and place the original in the employee's personnel file.*