

# THE WESTIN

RESORT & SPA  
WHISTLER

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Engineering Manager
<b>REPORTS TO:</b>	Director of Engineering
<b>SUPERVISES:</b>	Engineering team
<b>UPDATED:</b>	October 24/ 2016

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### OVERVIEW:

Perform all departmental operational duties and responsibilities including managing of team and responsibility on room calls, room care program, sourcing and ordering of materials and spare parts, keeping track and preparing daily time sheets and day to day financials. Supporting small Hotel and Strata capital projects by organizing and executing projects. Support on site contractors and all safety programs. Liaising with other departments on work orders, keeping inventories of tools and materials. Assist other maintenance associates in room calls and preventive maintenance works as required. Supporting on call requirements for emergency response during shift schedule.

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### MAJOR DUTIES & RESPONSIBILITIES:

- Manage and support engineering team and trades persons on site.
- Monitoring the hotel's work order system and room care program
- Oversees maintenance of all distribution systems for mechanical, electrical, water, gas, etc
- Assign, supervise and monitor all work and procedures to be done on a daily basis at minimum of inconvenience to guest and employees; maintenance requests, painting and wallpapering, minor plumbing, electrical and HVAC
- Sourcing and ordering the required materials /spare parts and follow-up on deliveries

- Managing room blocking, follow up and releasing of rooms
- Keeping track of engineering associates' time sheets and submitting them to Payroll
- Answering phone calls and arranging meetings with other depts., contractors, and suppliers
- Follow-up with contractors on service calls
- Keeping inventories of tools and materials
- Participate in management and planning meetings as fit
- Checking the deliveries against the purchase orders and/or receipts, and storing them
- Supporting Shipping Receiving dept and Engineering coordinator
- Tracking and ensuring the timely completion/quality of work done
- Preparing Purchase Orders and checkbook accounting
- Liaising with other departments on work orders regarding the status and completion dates
- Attending room and mechanical calls whenever necessary
- Assist in performing preventive maintenance of guestrooms and public areas and machine rooms
- Sourcing parts and materials including pricing analysis
- Assist in completing projects and support and execute small capital projects
- Assist in scheduling, organizing engineering weekly meeting and inspecting completed tasks
- Ability to lead department in Director of Engineering's absence
- Ensure associates are trained in the safe work procedures associated with all of their tasks
- Promote safety awareness to associates and demonstrate that safe job performance is the number one priority
- Manage and support engineering team with all HR practices of hiring, promoting, training, progressive correction action and dismissal as needed.
- Ensure compliance with WRS's Occupational Health and Safety Program and the Regulation of WorkSafeBC
- On call support during schedule and over night
- Set a good safety example
- All other duties as assigned

#### **SKILLS AND EXPERIENCE:**

- Must have strong knowledge of pools and hot tubs
- Must have strong knowledge of building operations
- Must have strong knowledge of DDC and HVAC operation
- Must have strong knowledge of building safety code and safety authority codes

- Must be able to build and maintain credibility and relationships with customers (internal and external)
  - Strong organization and planning skills
  - Strong computer knowledge
  - Proven ability in managing time is critical; must be able to plan and execute effectively and efficiently
  - Supervisory skills
  - Previous experience in a similar role in a similar size/type of property
  - Strong communication skills, both verbal and written, and a passion for dealing with and emotionally connecting with others
  - Strong attention to detail
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**GENERAL REQUIREMENTS:**

- 4 class power engineering certificate
  - Must be able to bend, stoop, squat and stretch to fulfill tasks occasionally
  - Must be able to lift up to 20 kgs. on a regular and continuing basis
  - Must be able to operate all maintenance tools and machinery
  - Adapt to changing schedule of a 24 hour operation with on call responsibility
  - Must be knowledgeable about common hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals
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