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## DIRECTOR OF ENGINEERING

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**Department:** Engineering

**Date:** Revised January 2019

**Level:** 2

**Basic Function:** Overall responsibility for entire facility relating to maintenance, landscape and engineering. Perform, oversee, manage and supervise engineering operations for exterior and interior facilities including electrical, refrigeration, plumbing, heating, cooling, structural, waste treatment plant, vehicle and other engineering work necessary to maintain the property in an optimum and efficient condition and ensures the safety and comfort of guests and employees

**Work Performed:**

1. Oversee the entire facility for maintenance, landscaping and engineering
2. Maintain all utility systems, i.e. electrical, gas, water, sewer, television
3. Maintain and operate air conditioning, heating, ventilation and refrigeration systems
4. Maintain structures, furniture, fixtures and installed equipment
5. Maintain all company vehicles, golf carts, boats and other motorized vehicular equipment.
6. Select and audit regularly, vendors and contractors that meet quality standards and pricing specifications
7. Monitor and coordinate the services performed by outside contractors in accordance to all contracts, leases, service agreements and warranties
8. Assist in the preparation of capital expenditures and maintenance budgets and control expenses
9. Ensure timely response to requests for service by guests, employees and management
10. Schedule all projects with minimum inconvenience to guests and employees
11. Plan, implement, and administer an effective preventive engineering program for property equipment and vehicles in accordance with good engineering practices
12. Work, coach and effectively manage associate's employees and assign the most qualified person for the job
13. Plan, implement and administer an energy management program
14. Maintain appropriate equipment operating logs and utility consumption records
15. Ensure all equipment is correctly logged out and returned in order to protect company equipment.
16. Educate other operating departments in energy management
17. Analyze and modify operation of primary energy conversion equipment to conserve energy
18. Overall authority to purchase replacement or repair materials to maintain buildings, equipment and vehicles
19. Manage the financial performance of the Engineering and Landscaping departments.
20. Coordinate with the Group Development Director on Capex projects.
21. Install equipment and replacement recommendations for worn out or model equipment and vehicles
22. Maintain a clean and orderly work area free of hazards

23. Maintain inventory of parts, tools and supplies
24. Responsible for the training of all staff in department to ensure service standards and resort policies are met
25. Assist in safety related training for other departments as necessary
26. Responsible for staffing and proper scheduling level.
27. Hold monthly department meetings to review resort events, departmental policies and procedures and maintain high level of moral
28. Coordinate and provide the necessary training for emergency, fire and flood programs with the appropriate departments and outside entities
29. Conduct ongoing inspection of buildings and grounds to ensure compliance OSHA and fire laws
30. Work and properly communicate with the HOA/similar on the projects pertaining to the HOA oversight
31. Recommend and/or take action to ensure compliance of the laws
32. Other duties as assigned.

**Supervision Exercised:** Maintenance Manager, Chief Engineer, Mechanic and all other Engineering department employees

**Supervision Received:** Managing Director (GM) and Resort Manager

**Responsibility & Authority:**

1. Works closely with all departments to ensure guest service levels are being met
2. Ability to deal effectively with all departments with regular communication
3. Oversee the entire facility for maintenance and engineering

**Minimum Requirements:**

Bachelor's degree from four-year College or university; or equivalent related work-related experience and/or training. Formal training in the following: refrigeration, plumbing, air conditioning, building and construction. Prefer 5+ years' prior supervisory skills and work experience as Assistant or Director of Engineering and mechanical trades with hotel/resort, hospitals or large buildings. Must have strong organizational skills, excellent written and verbal communication skills and be able to perform and prioritize multiple tasks with ease. Computer and reporting skills required. Strong guest and team member relations skills. Must maintain current CPR and First Aid certification. Safety sensitive position.

**Physical Requirements:**

30% Sitting; 70% walking, standing, climbing and bending; Lifting/carrying up to 50 lbs.

Hearing and manual dexterity; Distance vision 1-3 feet; Ability to work in all types of weather conditions

Ability to drive vehicles, golf cart or gator