

**JOB DESCRIPTION**

<b>Position:</b>	Plant Technician	<b>Department:</b>	Engineering
<b>Reporting to:</b>	Director of Engineering	<b>Date:</b>	January 2024
<b>Reports indirectly to:</b>	Assistant Maintenance Manager	<b>Prepared by:</b>	Nicholas Vella

**POSITION SUMMARY:**

The Plant Technician will deputise in the absence of the Director of Engineering or the Assistant Maintenance Manager. He/She attends to any regular/general repair and maintenance items according to issued orders or instruction by the Director of Engineering.

**DUTIES AND RESPONSIBILITIES**

- Ensures an efficient running of the property’s systems to include, but not limited to HVAC, Potable water purification systems, Effluent treatment systems, Boilers, Chillers and Pool filtration systems.
- Owns and maintains diligently operational records as necessary
- Assists with parts and asset procurement
- Keeps abreast of newest trends and innovations in the hospitality industry.
- Generally being alert for opportunities to improve the profitability of the department i.e. through controlling wastage and being responsible for the economy of all utilities and resources.
- Takes a proactive approach to Engineering activity, anticipating potential opportunities.
- Sets up and monitor PPM system.
- Carries out any specialist duties you are trained for.
- Responsible for the building management system.
- Ensures the refrigeration and air conditioning systems are fully serviced to strict guidelines.
- Maintains an asset log within the facilities management system and update when required.
- Identifies trends and action accordingly.
- Ensures that statutory inspections are carried out at the required times.
- Files hard copies of statutory examinations.

- Behaves in a quiet and polite manner at all times.
- Ensures bedrooms doors are shut when not working in them, however short the period of absence from the room.
- Assists in any way that may be necessary to ensure the efficiency and smooth running of the Maintenance and hotel.
- Maintains effective communication within the department and ensure that the Director of Engineering is kept well informed of any problems/queries that have arisen.
- Reports any problems/complaints to the Director of Engineering.
- Attends any department training sessions and/or meetings required.
- Liaises with other departments to ensure good communication and offer support.
- Is fully conversant with the Corinthia Employee Handbook.
- Supports the hotel operation in times of demand.
- Drives the Corinthia values and philosophy.
- In the absence of the Director of Engineering and Assistant, to be fully responsible for all aspects within the Maintenance department.
- Supports and Covers Duty Maintenance shifts when necessary

### **CONFIDENTIALITY**

- Whilst working for the company there will be access to a wide variety of confidential information concerning the company, guests and employees.
- It is vital that all such information remains confidential and must not be disclosed to anyone outside the company, guests and employees, unless otherwise stated. Please refer to the Employee Handbook for full policy details.

### **HEALTH & SAFETY**

- To be aware of and comply with safe working practices as stipulated by the Health and Safety Act and as applicable to your place of work. This will include the incumbent's awareness of any specific hazards at the work place.

- The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.
- To report any defects in the building, plant or equipment according to hotel procedure.
- To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.
- To attend statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning:
  - Fire, Health and Safety
  - Regulations, such as COHSS in the European Union, related to the control of substances hazardous to health.
  - Risk Assessments for your department
  - Hotel Fire & Bomb Procedures

#### OTHER INFORMATION

- As the hotel's level of business varies considerably, there is a need for flexibility in attitude, approach and working hours.
- The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

#### TALENT PROFILE

**Experience:**

- Previous experience in hotels or commercial properties which are equipped with HVAC, Potable water purification systems, Effluent treatment systems, Boilers, Chillers and Pool filtration systems.
- Working in diverse environments

**Skills & Knowledge:**

- Managing stressful situations and projects
- Communicating and presenting to the Engineering Team/Colleagues effectively
- Being highly technical and thorough



	<ul style="list-style-type: none"> <li>• Skill in using computer and applications</li> <li>• Resolving problems in an efficient manner</li> </ul>
<b>Education or Qualification:</b>	<ul style="list-style-type: none"> <li>• HND/HNC In Electrical /Mechanical Engineering or 5 years of proven technical experience in similar fields</li> <li>• Wireman’s license to be considered as an asset</li> <li>• Experience in Refrigeration to be considered as an asset</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Being professional and proficient at all time</li> <li>• Understanding engineering, mechanical &amp; other technical information</li> <li>• Flexible</li> </ul>

I have read and understood this job description for a **Plant Technician**.

Print Name.....

Signed.....

Date.....