

Assistant Manager, Technical & EHS

Reporting To:	Chief Engineer, General Manager & Corporate EHS & Technical Manager
Functional:	EHS & Technical
Scope:	Unit
Grade:	As per Unit Grades
Supervises:	Technical Services Team

Main internal contacts	<ul style="list-style-type: none"> General Manager Unit HODs Various Teams in Corporate Head Quarter
Main external contacts	<ul style="list-style-type: none"> Vendors Consultants Contractors Govt. Official Local bodies

Main objective / Context

To run the engineering/EHS infrastructure of the hotel effectively at optimum cost. Lead the engineering team and take the required output by grooming, motivating and by generating required skill.

Main responsibilities & duties

- **Project Management:** Assist in planning, organizing, and managing engineering projects from conception to completion, ensuring adherence to timelines, budgets, and quality standards.
- **Team Supervision:** Supervise and provide guidance to engineering staff, including assigning tasks, reviewing work progress, and ensuring team members have the resources and support needed to succeed.
- **Technical Expertise:** Utilize technical knowledge and expertise to contribute to engineering designs, analyses, and problem-solving activities, particularly in complex or specialized projects.
- **Collaboration:** Collaborate with other departments such as design, production, and quality assurance to coordinate engineering efforts, resolve technical issues, and ensure seamless project integration.
- **Process Improvement:** Identify opportunities for process improvement, efficiency enhancements, and cost reduction within the engineering department, implementing best practices and innovative solutions.
- **Compliance and Safety:** Ensure engineering activities comply with regulatory requirements, industry standards, and safety protocols, maintaining a safe working environment for all personnel.
- **Documentation and Reporting:** Prepare technical reports, documentation, and presentations for internal and external stakeholders, summarizing project progress, outcomes, and recommendations.
- **Training and Development:** Mentor and coach engineering team members, fostering their professional growth and development through training programs, knowledge sharing, and skills enhancement.
- **Supplier and Vendor Management:** Collaborate with procurement and supply chain teams to evaluate and select suppliers and vendors, ensuring timely delivery of materials and equipment for engineering projects.

In addition to the above mentioned duties and job functions any other assignment given by the immediate superior or the management will have to be carried out.

Technical skills

Business Skills	Should be familiar with 4/5 star hotel EHS and Engineering infrastructure
Computer Skills	Excel, presentation , word, auto cad etc
Communication Skills	Should be able to speak English, Hindi & Local Language fluently
Business Travel	Should be able to travel frequently on business need

Education/Experience

Education	BE / B.Tech in Electrical/Mechanical Engineering
Experience	5/8 years' experience in 4/5 star hotel in reputed chain, knowledge of project activities desirable

FPHL Leadership competencies

STRATEGIC MINDSET	<ul style="list-style-type: none"> • Demonstrates foresight • Demonstrates conceptual ability • Displays ability to sense emerging changes. • Spots trends and patterns and identified key issues from a mass of data/information. • Grasps information quickly; picks up nuances, subtleties. • Understand hoe his/her role impacts others in the function. • Displays a logical thought process in day to day operations. • Information from diverse sources to make effective ground level decisions. • Recognises implications of decisions and alternatives.
CUSTOMER FOCUS	<ul style="list-style-type: none"> • Can see things through the “eyes of the customers.” • Is aware of internal and external customer needs. • Has a fair understanding of the business. • Looks at work issues from the customers’ point of view. • Is always pre-occupied with delivering the value preposition of the business.

- Displays an understanding of the existing infrastructure, processes and tools used to deliver quality products and services. Is able to discern the various elements of the company's competitive vis a vis competition

MAKING THINGS HAPPEN

- Energetic, competitive, persuasive and results oriented.
- Has knowledge of internal and external resources.
- Come up with fresh ideas.
- Demonstrates a high degree of preparedness.
- Displays a good planning, organizing, prioritizing and monitoring skills.
- Displays cost consciousness and an overriding desire to get best value for money spent.
- Takes regular feedback and guidance to successfully achieve planned outcomes.
- Exhibits initiative in taking on higher responsibilities and works beyond his area.
- Contributes meaningfully to discussions involving his/her area.
- Uses mistakes as learning opportunities. Is open to feedback.
- Enhance knowledge /skills base on an ongoing basis.
- Execute all relevant compliances and documentation within prescribed schedules.

LEADING CHANGE

- Enthusiastic about changes
- Is imaginative
- Thinks out of the box
- Can quickly comprehend the need for the change.
- Open minded when presented with the new perspectives.
- Is comfortable with and gets used to new situations easily.
- Is able to identify and remain focuse4d to achieve desired results even in unstructured situations.
- Asks questions. Challenges and suggests alternatives and more effective ways executing tasks.
- Listens attentively. Shares appropriate information.
- Relates to people at all levels.

PEOPLE LEADERSHIP

- Participative, open minded and receptive
- Understands the needs/interests and attitudes of others.
- Is perceptive of non-verbal behavior.
- Is confident but not arrogant.
- Involves in the resolution of problems.
- Brings energy and direction to activities.
- Shares experiences and information with team members.
- Demonstrates commitment to the team and supports team decisions

STAKEHOLDER MANAGEMENT

- Understands the expectations and desires of various partners (property Owners and Owing Boards) and translates them effectively into business goals.
- Nurtures strong business partner relationships with key vendors/suppliers at a strategic level.
- Maintains a valuable network of contacts across business areas to drive and support initiative.
- Maintains a healthy and on-going professional relationship with OB representative and ensures open communication.
- Is able to safeguard company interest while managing Owner's tactfully.