

Unit HOD, Technical & EHS

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

Main internal contacts	General Manager Unit HODs Various Teams in Corporate Head Quarter
Main external contacts	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

- Should be able to maintain and run all the engineering infrastructure like DG set, water system, pumps, AC plant, lift, laundry, kitchen equipment's etc efficiently with keeping in mind cost efficiency. Also ability to train the associates and implement the all EHS & legal compliances, monitoring of projects and water /energy consumption. Should be innovative to foresee in

implementation of modern, cost and energy efficient technology. Should possess leadership ability & be able to implement the PM schedule and lead a team of technical associates in order to take maximum output.

- To supervise all workmen, electricians, plumbers, air-conditioning technicians, carpenters, painters, etc in his department
- To ensure the most effective use of heat, light and power
- To constantly check and maintain a checklist pertaining to all equipment installed in the Hotel
- To schedule all preventive and planned maintenance work for the entire Hotel
- To prepare capital budget and repair and maintenance budget and present the same for approval
- To carry out methodically all periodic maintenance
- To constantly monitor and review spare part requirement and make every effort to develop them indigenously
- To assist the security officer on a regular monthly basis to work out codes of alarm to be used by key personnel in case of emergency. (This is in particular reference to fires)
- To ensure adherence to all statutory requirements such as Sewage Treatment plants, etc.
- To prepare and develop methods for greater productive and economical operation of equipment by ensuring its optimum upkeep and maintenance
- To use innovative skills to reduce the operational cost in his own area and any other area possible

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 Owning 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.