

I. Position

Chief Engineer (3.3)

II. Related Titles

Engineer; Maintenance Engineer; Engineering Manager

III. Job Summary

Oversee all mechanical areas of the club facility and the grounds to keep the club functioning at top efficiency. Select, train, and supervise the engineering staff.

IV. Job Tasks (Duties)

1. Hires, trains and supervises repair/maintenance personnel
2. Schedules hours of work for department staff
3. Schedules work loads and work orders for all areas of the club and its equipment
4. Coordinates with purchasing department to procure parts and items needed for maintenance, completion of work orders and general department supplies
5. Prepares and monitors budgets for the Engineering Department; takes corrective action as needed to help assure that budget goals are attained
6. Attends staff meetings and coordinates efforts to schedule work activities
7. Oversees daily water checks on swimming/whirl pool water and filtering system for positive health protection
8. Controls key systems
9. Works with planners and coordinates remodeling of club areas
10. Maintains an on-going energy management program for the property's HVAC and lighting systems
11. Assists in checking fire protection systems for proper operation and training personnel in their use
12. Promotes an operational plan for implementation of snow removal
13. Manages the club's on-going preventive maintenance program
14. Maintains a log for all equipment repairs

V. Reports to

Assistant General Manager (Club House Manager)

VI. Supervises

Repair/Maintenance Manager