

Director of Facilities

- Direct the design, implementation, construction and follow through installation, establishment, and maintenance of proper engineering services and standards for the hotel and engineering projects.
- Responsible for the development and management of an integrated project, engineering, maintenance, and repair operation to support operational processes and service development programs in the hotel.
- Plan and direct hotel-wide maintenance activities as well as standards for the upkeep of all equipment and facilities in the hotel for long-range economies.
- Supervise the design, implementation, and maintenance of engineering activities or technical projects including rooms and outlet renovations.
- Advise, approve and ensure the procurement of contractors to carry out specific construction, extension, maintenance, and repair assignments.
- Liaise with architects, consultants, and other technical specialists on a proactive basis and provide technical assistance to project teams throughout the project.
- Evaluate safety and insurance coverage and evolve, introduce and implement policies for required alternations to ensure conformity.
- Ensure that activities related to the total engineering and engineering services function comply with relevant legislation, safety, legal requirements, and ethical standards.
- Direct the analysis of information including cash flow projections and budgetary control within the Engineering Department.
- Recommend and plan for future capital requirements within the hotel property.
- Maintain regular contact with affiliated architects, consultants, and contractors for the purpose of effectively managing the total engineering services within the Hotel.
- Ensure that up-to-date local building services and maintenance information including changes in levies/charges and any referrals are effectively shared and utilized.
- Conduct adhoc inspection or audit on the various systems and equipment within the Hotel, and advice on improvement where appropriate.
- Participate in the coordinating, planning, and implementation of total scheme/s or systems involving purchasing engineering parts and technical services.
- Participate in tender reviews and negotiate at the hotel level for the best rate with all vendors, suppliers, and sponsors for all engineering purchases or outsourced projects.
- Provide guidance toward achieving accepted standards, quality and efficiency according to established principles of good engineering systems and practices and to ensure its long term versatility and viability.
- Familiar with local legislation, basic practices, and prevailing regulatory laws and acts relating to fire safety, workplace safety and health, and other statistical reporting in the industry. Ensure strict adherence to such common laws and nationally recognized standards and deadlines.

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- Identifies and explores sustainability projects such as utility and waste minimization activities.
 - Reports and evaluates incoming utility and waste data.

Requirements:

Degree in Engineering/Diploma in mechanical engineering; with a minimum of 12 years of experience in a senior managerial appointment in property and facility management or in a similar capacity.

To apply for the above positions, please send your full resume to careers@fullertonhotels.com