

	RESOURCE LIBRARY - TECHNICAL SERVICES Organisational Structure	<i>CODE:</i> 07.01.013
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

ORGANISATIONAL STRUCTURE

- The chief engineer is responsible for the technical service department in the hotel operation and reports to the hotel General Manager disciplinarily, technically to the appropriate Regional Chief Engineer.
- The chief engineer is responsible for carrying out the preventive maintenance and the repair work, the energy consumption and all life safety installations and co-ordinates works given to outside contractors.
- The in-house maintenance organisation is worked out for each hotel on the basis of the following criteria:
 - Hotel location, country, region, town
 - Local laws and regulations
 - Trade union rules
 - Size and concept of the hotel business
 - Size and nature of the area / environment, technical equipment and installations
 - Type of business administration, management, and contractual conditions
 - Safety regulations
 - Working hours and shift requirements
 - Outside contractor services available
- The regional chief engineer should work out the in-house maintenance organisation in collaboration with the hotel management. The number of staff appointed as shift foreman, hotel mechanic and skilled technician must be set to match the size of the hotel and the amount of work involved. He organises or draws up all the forms and compulsory documents needed for department's organisation.
- Changes to the in-house maintenance organisation may only be made with the approval of the hotel manager and regional chief engineer.
- For new hotels (openings), the General Manager appoints the new chief engineer 2 months before the hotel is opened and after he has reviewed the candidate's application with the regional engineer.

JOB AND FUNCTION DESCRIPTIONS

- The tasks and qualifications for the individual specialist positions within the hotel maintenance organisation must be precisely outlined in the job and function descriptions, in order to create and maintain the sort of organisation that functions efficiently

	RESOURCE LIBRARY - TECHNICAL SERVICES Organisational Structure	<i>CODE:</i> 07.01.013
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

- The job and function descriptions are standard ones and must be adapted to the local circumstances, hotel structure and range of the specialist technical tasks.
- For the smaller scale operations, personnel may perform individual functions collectively, as shown in the flow chart showing the 5th organisational example. The functions of the subordinate posts are then integrated into the job descriptions of the senior staff as necessary and appropriate.
- The job and function descriptions must be constantly monitored and adapted to current circumstances as required.