

Job Title: Chief Engineer
Department: Engineering
Section: Engineering
Accountability: Secretary Club

Objective: The Chief Engineer is responsible for overseeing the overall maintenance and engineering operations of the club. This includes managing all mechanical, electrical, plumbing, HVAC, and structural systems to ensure safe, efficient, and reliable facility operations. The role also includes leading a team of maintenance personnel and coordinating renovation and improvement projects in line with club standards and safety regulations.

DUTIES AND RESPONSIBILITIES:

1. Maintenance Operations:

- Supervise the maintenance and repair of all club facilities, equipment, and infrastructure.
- Ensure proper functioning of mechanical systems (HVAC, pumps, generators, etc.).
- Develop and implement preventive maintenance programs.
- Monitor utilities and energy usage to ensure efficiency and cost control.

2. Team Management:

- Lead, train, and schedule engineering and maintenance staff.
- Ensure adherence to safety policies and club procedures.
- Conduct regular performance evaluations and promote continuous skill development.

3. Project Management:

- Plan, budget, and oversee club improvement and renovation projects.
- Coordinate with contractors, suppliers, and other vendors.
- Ensure projects are completed on time and within budget.

4. Compliance & Safety:

- Ensure compliance with all local, state, and national safety codes and environmental regulations.
- Maintain up-to-date documentation and permits related to fire safety, building codes, and health regulations.
- Conduct regular safety inspections and emergency drills.

5. Budget & Inventory:

- Prepare and manage the annual maintenance and capital expenditure budget.
- Monitor expenses and negotiate service contracts.
- Maintain inventory of tools, supplies, and spare parts.

Qualifications/requirement:

- Bachelor's Degree in Mechanical, Electrical, or Civil Engineering (preferred).
- 10 years of engineering experience with at least 5 years at a senior engineering leadership role in renowned organization of public or private sector.
- Proven experience in facility maintenance, team supervision, and project management.
- Strong knowledge of HVAC, plumbing, electrical, and fire safety systems.

Skills & Competencies:

- Leadership and team-building abilities
- Strong problem-solving and decision-making skills
- Excellent communication and interpersonal skills
- Familiarity with Maintenance Management Software.
- All types of criminal record must be clear.
- Must be medically fit to perform his duties.