



**Standard Operating Policy for Hotel Engineering Departments**

**Policy Subject**

**Chief Engineers**

**Development Profile**

**Policy # :**

**TS – 001-225**

**Updated:**

**06/01/02**

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**POLICY STATEMENT**

Development profiles will be used for Chief Engineers and selected Engineering department associates to identify training needs.

**POLICY OBJECTIVES**

To support the growth of our company by:

- Enhancing the current knowledge of our maintenance managers in order to ensure departmental excellence.
- To target and develop maintenance department associates for potential growth to the position of maintenance managers position.

**RECOMMENDED PROCEDURES**

**Engineering Associates:**

At least semiannually (September and March) or as needed, hotel management (GM, Asst. GM) should advise the Director of Corporate technical services of any maintenance associates having the potential for a succession plan.

Once a candidate has been identified, the general manager, corporate chief engineer and chief engineer will compile and submit a “Profile / Development” needs form(SOP-001-225-FormA). This form will be sent to the Director of Corporate technical services for further evaluation and discussion with our training department.

**Chief Engineers:**

At least annually a “Profile / Development” form(SOP-001-225-FormA) should be filled out by the General Manager and Corporate Chief Engineer to determine the development needs. If possible the Development needs should be coordinated with the annual appraisal.