ENGINEER & SUSTAINABILITY LEAD

ON-THE-JOB TRAINING

Job Redesign Reskilling Programme for Hotel Industry

ON-THE-JOB TRAINING

Hotels are able to customise the **activities** (in *blue italic).* Any changes to **critical task** and **duration of training** will need to seek WSG's approval.

TASKS AND TRAINING DURATION			OJT LOGBOOK (TO COMPLETED AFTER TRAINING)	
CATEGORY **Engineering** **Engineer and Sustainability Lead**		**TOTAL OJT DURATION** **54 days**	**TRAINER'S ACKNOWLEDGEMENT**	**TRAINEES' ACKNOWLEDGEMENT**
CRITICAL TASKS	**POINTS TO OBSERVE**			
1. Check technological tools are in working order (as adopted by establishment): • *Smart building and facilities management system* • *IoT sensors* • *Job dispatch system* 2. Operate and manage engineering system • *Smart building and facilities management system* • *IoT sensors* • *Job dispatch system* 3. Apply basic troubleshooting techniques in event technological tools not working: • *Wiring* • *Power source* • *Rebooting*	• Practice good safety guidelines in accordance with organization guidelines • Practice good safety guidelines in accordance with organization guidelines	20 days		

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CRITICAL TASKS	**POINTS TO OBSERVE**			
4. Check operating equipment (Communications tools, logistics items): • In working order • Stored correctly				
5. Lead/ support sustainability initiatives • *Access resources and materials* • *Analyze benefits of different options available* • *Recommend solutions* • *Develop implementation plan* • *Monitor implementation and analyse performance of initiative* • *Recommend ways to optimise operations and energy efficiency* 6. Plan and execute preventive maintenance • *Interprete readings from smart engineering systems* • *Translate readings into actionable insights* • *Recommend areas for improvement* • *Monitor corrective actions*	• Align with organisational targets and direction • Provide clear implementation plan • Generate actionable insights • Improve preventive maintenance	28 days		

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CRITICAL TASKS	**POINTS TO OBSERVE**			
• *Create preventive maintenance work schedule* 7. Generate and analyse engineering reports • *Types of Reports* – *Smart building and facilities management system* – *IoT sensors* – *Job dispatch system* • *Investigate any deviance from established standards* • *Recommend corrective action*				
8. Run system checks and investigate deviances	• Able to pick up anomalies in readings and perform appropriate actions to rectify • Interpretation of deviance is correct	6 days		