TECHNICIAN & SUSTAINABILITY SPECIALIST

ON-THE-JOB TRAINING

Career Conversion Programme for Hotel Professionals

ON-THE-JOB TRAINING

The template is for reference only. Hotels are able to customise the critical tasks, activities, as well as duration.

Note: Salary support will be capped at 60 days training duration.

TASKS AND TRAINING DURATION			OJT LOGBOOK (TO COMPLETED AFTER TRAINING)	
CATEGORY **Engineering** **Technician and Sustainability Specialist**		**TOTAL OJT DURATION 60days**	**TRAINER'S ACKNOWLEDGEMENT**	**TRAINEES' ACKNOWLEDGEMENT**
CRITICAL TASKS/ACTIVITIES (in blue)	**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* 4. Check operating equipment (Communications tools, logistics items): • *In working order* • *Stored correctly*	• 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/ACTIVITIES (in blue)	**POINTS TO OBSERVE**			
5. Monitor and analyse system readings • *Understand readings and implications* • *Alert supervisor when need for reactive action arises*	• Able to pick up anomalies in readings and perform appropriate actions to rectify, including alerting supervisors when needed	10 days		
6. Investigate system readings that are out of the norm • *Understand possible causes and run tests/checks to confirm* • *Know when to escalate to supervisor* • *Perform remediation actions*		10 days		
7. Preventive maintenance • *Perform preventive maintenance activities as assigned by supervisor*	• Perform different types of reactive maintenance activities as required	15 days		
8. Engage guests • *Understand common queries from guests and how to respond professionally and politely*	• Communicate with guests professionally and politely	5 days		