# ENGINEER & SUSTAINABILITY LEAD

## 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**<br>**Engineering**<br>**Engineer and Sustainability Lead** | | **TOTAL OJT DURATION**<br>**60 days** | **TRAINER'S ACKNOWLEDGEMENT** | **TRAINEES' ACKNOWLEDGEMENT** |
| **CRITICAL TASKS (in blue)** | **POINTS TO OBSERVE** | | | |
| 1. Check technological tools are in working order (as adopted by establishment):<br>• *Smart building and facilities management system*<br>• *IoT sensors*<br>• *Job dispatch system*<br><br>2. Operate and manage engineering system<br>• *Smart building and facilities management system*<br>• *IoT sensors*<br>• *Job dispatch system*<br><br>3. Apply basic troubleshooting techniques in event technological tools not working:<br>• *Wiring*<br>• *Power source*<br>• *Rebooting* | • Practice good safety guidelines in accordance with organization guidelines<br>• Practice good safety guidelines in accordance with organization guidelines | 22 days | | |

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| 4. Check operating equipment (Communications tools, logistics items):<br>• In working order<br>• Stored correctly | | | | |
| 5. Lead/ support sustainability initiatives<br>• *Access resources and materials*<br>• *Analyze benefits of different options available*<br>• *Recommend solutions*<br>• *Develop implementation plan*<br>• *Monitor implementation and analyse performance of initiative*<br>• *Recommend ways to optimise operations and energy efficiency*<br><br>6. Plan and execute preventive maintenance<br>• *Interprete readings from smart engineering systems*<br>• *Translate readings into actionable insights*<br>• *Recommend areas for improvement*<br>• *Monitor corrective actions*<br>• *Create preventive maintenance work schedule* | • Align with organisational targets and direction<br>• Provide clear implementation plan<br>• Generate actionable insights<br>• Improve preventive maintenance | 30 days | | |

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