



Senior Technician

DCIS Job Description

Position Title:	Senior Technician
Department:	Business Operations
Reporting To:	AFM/ BM
Responsible For:	Maintenance and operations support

Reporting to the Assistant Facilities Manager and the Business Manager, the successful candidate will support the management of the facilities team. They will be required to ensure the smooth running of the site in terms of all facilities needs and with all maintenance and event set up requirements and support any other operational needs such as deliveries. They will also be responsible for the specific areas of responsibility within the annual preventative maintenance programs, liaising with the Assistant Facilities Manager for any other deemed operation support needed.

The successful candidate will possess the following qualification and experience:

Requirements:

- Candidate must possess a degree or diploma in a relevant discipline or equivalent experience within a similar role.
- Attention to detail and strong organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities within tight deadlines under pressure.
- Computer skills including proficiency in Microsoft Office programs (Excel spreadsheets, word processing, power point, and electronic mail).

Key tasks and responsibilities include:

- The Senior Technician supports to install equipment and systems and supervises installation and assembly work done by other Technicians and external vendors.
- Required to work independently to maintain equipment and systems and conduct the testing of equipment and systems.
- Supervise a team of technicians and handymen on a daily basis.
- Conduct analysis of the site maintenance to ensure consistent improvement works.



- Control facilities inventory controls and ensure consumable stock is always available
- Act as FM lead in the absence of the AFM.
- Support with all project work and ensure HS maintained by each vendor.
- Always assist the AFM to maintain the campus and support to provide a safe teaching and learning environment for all students and employees in the school.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects and perform preventive maintenance, repair, and installation in connection with:
Electrical, plumbing, and HVAC systems and any other campus facilities related repair.
- Maintain holiday maintenance programs that will include painting, sanitary wear repair work, plumbing repair work, replacing door handles, hooks, light covers and routine ceiling repairs, windows etc – maintain the building repairs for exterior and interior of buildings.
- Move equipment, furniture and materials within and between school buildings and support with the setting up of school events and productions.
- Conduct weekly checklists and maintain inventory controls.
- Work overtime when emergencies arise in order to prevent disruption of the schools and any other duties as assigned by the AFM.
- Support other departments in the team as needed during high peak periods such as the IT team, operations and any other area of the shared department.
- Promote company's mission, vision and values.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Assistant Facilities Manager and the Business Manager.