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| LOCATION | The Nord Anglia International School, Hong Kong |
| JOB TITLE | Facility Engineer |
| JOB PURPOSE | The Facilities Engineer is responsible for coordination and administration of facility services to the school. The role will be heavily involved in the site set up, commissioning of all M&E equipment, assurance on site services and Health & Safety Management. The role will provide support to the Premises Manager providing assurance on the needs of the day-to-day operation of the school. |
| REPORTING TO | Premises Manager |
| DIRECT REPORTS | Facility Officer, Facility Technician |
| OTHER KEY RELATIONSHIPS | Academic Team, Student's service Officer and External Vendors |
| PACKAGE | Competitive |
| KEY RESULT AREA | |
| Facilities Operation Management | |
| <ul style="list-style-type: none"> ▪ To establish school facility team, provide necessary on the job training to the team member. ▪ Act as administration leader under the leadership of Premises Manager to ensure the day-to-day facility operation is smooth. ▪ To implement equipment preventive maintenance plan, including but not limited to mechanical, electrical and pumping (MEP), automation, air conditioners, lifts, fire, security. ▪ To oversee and direct maintenance personnel and workers engaged in equipment installation, facilities equipment repair and preventive maintenance ▪ To manage site services in conjunction with landlord and site property management company. ▪ To set up and manage the filing system of all documentation and records relating to the activities of the school. ▪ To lead the department for high performance work force through succession plan development, performance review. ▪ To maintain up-to-date building and system documentation. ▪ To seek, evaluate, monitor and interact with the outsourced facility contractors to ensure the economical, efficient and qualified services. ▪ To understand the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies etc. | |
| Health & Safety (H&S) | |
| <ul style="list-style-type: none"> ▪ H&S compliance/administration, record keeping and opportunities for improvement ▪ To be responsible for all school equipment meet proper safety standard at all time. ▪ To be responsible for the safety of any onsite engineering works ▪ To interface with local governmental authorities as it relates to Facilities activities/properties and ensure the school facility operation remains in full compliance of local legislations and regulations. ▪ To maintain regular checks on all fire and security systems | |
| Project & budget | |
| <ul style="list-style-type: none"> ▪ To assist Premises Manager to be responsible for school improvement project management in the future ▪ To plan, budget and schedule facilities maintenance and modifications including cost estimation, bidding sheets, layouts and contracts for construction and acquisitions ▪ To be responsible for the facility budget and maintenance material inventory, include set up the annual budget, monitoring the spending, lead the cost saving action to increase the efficiency of the maintenance work. | |

PERSON SPECIFICATIONS

| Qualifications/Training | |
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| ▪ Bachelor degree in Mechanical, Electrical or Architectural Engineering | Essential |
| Experience / Knowledge | |
| ▪ At least 5 years' experience in facilities management or equivalent | Essential |
| ▪ Previous experience of opening new premises | Essential |
| ▪ Previous construction Project management or related experience | Essential |
| ▪ Knowledge of school systems and processes | Desirable |
| Skills | |
| ▪ Excellent organisational and communication skills | Essential |
| ▪ Excellent command of electrical distribution systems and components | Essential |
| ▪ Fundamental understanding of mechanical building systems such as HVAC, plumbing | Essential |
| ▪ Knowledge of building and construction codes | Essential |
| ▪ Functional use of computer programs associated with Microsoft Office (Excel, Word, Outlook) and AutoCAD | |
| ▪ Excellent written and spoken English and Cantonese. | Essential |
| ▪ Communication in Mandarin | Desirable |
| Personal Attributes | |
| ▪ High levels of personal integrity | Essential |
| ▪ Attention to detail | Essential |
| ▪ Ability to work under pressure and remain calm | Essential |
| ▪ Self-motivated and enthusiastic | Essential |
| ▪ Ability to work independently | Essential |
| ▪ Continually strive for improvement | Essential |
| ▪ Adaptability | Essential |

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Hong Kong.