



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Associate Engineer	Reference: September 2021
Function/Department	Operations / Facilities Management	Location: AIS
Manager Title	Facilities & Security Manager	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- Management of contractors ensuring delivering of KPIs
- Coordinate maintenance and repair of facilities equipment
- Ensure full work place safety compliance to local and Cognita regulations
- New initiative for improvement of Mechanical & Electrical equipment performance and minimize pre-mature break down
- Study and propose improvement plans for the break down, equipment, modification, new installation, project, A&A work and systems
- Propose new initiative on electrical energy saving and water consumption
- Contract renewal
- Project planning, implementation & execution
- To work with minimum supervision and be a team player

Responsibilities

Primary responsibilities

- Plan corrective and preventive maintenance work, assist in analysing operational failures and derive a pattern recognition model for predictive maintenance
- Lead the outsourced services providers in the performance of preventive and corrective maintenance of PA system, Fire Protection system and other M&E services.
- Set a high standard of workmanship by keeping abreast with best practices and continually rolling out new initiatives such as control guidelines, audits and check lists
- Analyse technical feasibility of energy saving measures using knowledge of engineering, energy production, energy use, construction, maintenance, system operations and process systems
- Plan works in advance during school Holidays and execute all works
- Check, monitor and follow up on Daikin RMS system report for CU's
- Maintain all water system & water dispenser and ice maker systems
- Conduct safety inspection of system, building and play equipment.
- Liaise with Purchasing Department for purchases including PR issuance, put up analysis for approval, renew contract, calling for tenders, written quotations for installation & repair work
- Ensure all works are performed on time, within budget and in compliance with all necessary standard, code of practices, authority requirements and safety regulations
- Respond and provide immediate assistance for emergency system failure (water leak, blockage, flooding, power failure, air-conditioner failure etc) by repairing/rectifying/minimising downtime until problem is resolved
- Maintain all records in the Facility Shared Drive



- Monitor and track SERVICENOW status ensuring proper assignment and closure
- Assist Facility Manager to track (VTR request) and ensuring prompt delivery and closure
- Maintain, manage and update Master Preventive Maintenance program for all services
- Respond to emergency calls as a result of fire alarm being activated or lock down exercise
- Feedback any ground operational problems or defects to Facility Manager
- Call for Request For Quote (RFQ) and complete process till recommendation
- Any other duties as assigned by the Facility Manager

Secondary responsibilities:

- Assist the Facility Manager & Engineer and deputise in their absence
- Assist in the Facilities Event Supervisor in their absence
- Audit respective sections on document compliance
- Coordinate A&A and repair works from time to time (small scale and ad-hoc)
- Any other duties as assigned by Facilities Manager.

The work requirements and time can be changed, replaced or added at any point to suit the school's new requirements as it is deemed necessary by the Facilities & Security Manager or Director of Facilities Management & Administration.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Country role, school focused
- This is an individual contributor position
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Good ACMV and electrical knowledge will be added advantage
- Self-motivated and independent needing little supervision
- Good command of English (Spoken and Written)



Qualifications

- Diploma or Degree in Engineering or Management
- At least three years of relevant experience in similar facilities or building environments
- Relevant experience in an international school environment and similar experience in the cleaning industry is preferable
- Familiar with Microsoft applications including Excel, Word and PowerPoint
- Knowledge of auto-cad will be an added advantage

Contacts

- Frequent contact with contractors and staff
- Occasional contact with Parents

Working Conditions

- Office location within a school environment at Lorong Chuan
- Prepared to put in extra hours when necessary
- Work effectively and collaboratively in a team

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday and half day alternate Saturday.
- Lunch: 1 hour
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required