

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: March 2019
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
- Full safety compliance to local regulatory and Cognita
- New imitative 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 imitative 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

- To plan corrective and preventive maintenance work, assist in analysing operational failures and derive a pattern recognition model for predictive maintenance
- To lead the outsourced services providers in the performance of preventive and corrective maintenance of Mechanical, Fire system, Electrical, PA, safety and Building services systems
- 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
- To plan holiday works in advance and execute all works
- To check, monitor and follow up on Daikin RMS system report for CU's
- To maintain all water system, plumbing, toilet flushing, water pipe, filter replacement, water cooler, water dispenser and ice maker systems
- Not to have more than 2 unplanned fire alarm activation per term
- Not to have more than 4 power failures per term
- To renew or propose for contract within contract duration
- To attend all break downs within 20 minutes and resolve same day or next day
- Not to have more than 4 unplanned break downs of air-conditioning systems per term
- Not to have more than 1 unplanned break down of toilet exhaust fans per term
- To attend and resolve all toilet issues with 2 days (for replacement of spare parts only)

- Compile documents, defect records, inventory, maintenance records and services for traceability
- 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
- To 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
- To 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
- To maintain, manage and update Master Preventive Maintenance program for all services
- To assist the school cleaners and staff in general in minor repairs or setting up tasks for events of any nature as required by the Facility Manager
- To record water readings/electrical meters on a daily basis and maintain a record on the log book and report any discrepancy to the Facility Manager
- To respond to emergency calls as a result of fire alarm being activated or lock down exercise
- To feedback any ground operational problems or defects to Facility Manager
- Any other duties as assigned by the Facility Manager

### Secondary responsibilities:

- To 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
- Office location within a school environment at Lorong Chuan
- This is an individual contributor position and there is no direct or indirect reporting
- 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 Bachelor 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

- School Environment
- 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
- Lunch: 1 hour lunch daily
- Annual Leave: 21 working days per annum
- Leave may be taken at any time, but preferential approval is given to those taken during school holidays
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required