

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	Facilities Engineer	Reference: March 2019
Function/Department	Operations/Facilities	Location: AIS
Manager Title	Facilities & Security Manager	
Position Type	Permanent.	
Position Status	Full Time	

## Position Objective

- Oversee effective SPORT facility and Compliance Maintenance and Inspection
- Oversee main infrastructure system and BMS performance and maintenance
- Singapore Certified Energy Manager & Water Efficiency Manager and tracking of utilities and reporting to Agency
- Lead in Energy conservation
- Managed on all maintenance and repair works within stipulated timeframe and deliverables
- Contract Management

## Responsibilities

### Maintenance

- Preventative and routine maintenance schedule during off-peak and peak periods
- Works done should include Electrical, ACMV, swimming pool system & plumbing
- Minor ad-hoc alteration and amendments works ranged from quotation to execution to handover
- Ensure effective management and compliance contractor procedures
- Ensure all maintenance works taken place in school are in compliance with WSH and/or Cognita Health & Safety procedures
- Track utilities consumption management via monthly trend, including energy saving strategy and measures
- Effective management of 3rd party vendor supplied workers and in-house facility staff
- Weekly Cognita checklist uploading and reporting
- Ensure all H&S inspections are done as per AIS, Cognita and authority requirements
- Ensure building automation systems are functioning and equipment is inspected as per OEM requirements
- Ensure to conduct sport equipment inspections with academics as per schedule
- Ensure electrical system up stream maintenance & LEW licence renewals
- To take lead for energy saving project and initiatives
- Ensure AIS meets BCA regulations at all time by constant regularly.
- Update PUB on consumption as per authority requirements

### Events, Functions & Handymen Services

- Assist Event Coordinator in logistic support
- Assist with examination preparation and set up
- Assist with student assembly preparation and set up

### Fire Protection System

- Assist Facilities & Security Manager with fire drills
- Stand in as SIC ( site incident commander ) in the absence of Facilities & Security Manager

## General Administration

- Point of contact (back-up) for agencies enquiries on building matters
- Weekly meeting with team to review work status and update of on-going events and incidents
- Human capital development, including PD proposal for individual team members and providing constant guidance to the team for personal and professional growth
- Contracts and vendor management – regular review various 3rd party contracts which may include periodic contract cost comparison and request for proposals
- Implementation of industry best practices for various sub-departments, including a monitoring and reporting function to evaluate performance
- Submission of usage report to Energy Market Authority

## Health & Safety and Cognita Compliance

- Weekly Health & Safety inspection of school campus for potential high risk areas and areas of concern
- Audit and review all facilities H&S reports which may include mosquito breeding, Cognita checklists, etc

## Budget and Finance

- Request for quotation
- Assist department head in the Annual CAPEX and OPEX budgeting and forecasting

## Project Management

- Prepare RFQ, evaluate, recommend for award, coordination and execution
- Participate in project management and provide technical inputs during design and conceptual phase

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

- Excellent communication and interpersonal skills – oral and written (English)
- Self-motivated and pro-active in terms of problem solving and customer service delivery
- Previous experience of managing facilities of school, hospital or hotel setting will be an advantage
- Candidate has to be service oriented, innovative, highly adaptable and creative with troubleshooting
- Able to lead a large team and work independently without much supervision
- Good interpersonal and communication skills
- Good knowledge in Microsoft Office applications including Excel, Word and PowerPoint
- This is an individual contributor position and there is no direct or indirect reporting
- Work effectively and collaboratively as part of a team

## Qualifications

- Degree or equivalent in Facilities, Engineering, Estate or Hospitality Management
- A minimum of 5 years' experience in Facilities, Property or Service Industry Management



### Contacts

- Frequent contact with AIS staff and external contractors
- Occasional contact with parents and students

### Working Conditions

- Country role, school focused
- Office location within a school environment at Lorong Chuan
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job

### Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday, alternate Saturday 8.00am to 12.00pm
- 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