



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Engineer	Reference: September 2023
Function/Department	Facilities	Location: AIS
Manager Title	Facilities Manager	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

- Management of maintenance and operations of Building Essential Services.
- Contractor Management ensuring meeting KPIs.
- Project management and execution.
- Stakeholder Management meeting the expectation.

## Responsibilities

### PRIMARY RESPONSIBILITIES

#### Maintenance Management

- To plan corrective and preventive maintenance work, assist in analysing operational failures and derive a pattern recognition model for predictive maintenance.
- To lead the outsources services providers in the performance of preventive and corrective maintenance of Fire Protection system, Electrical and Generator, PA, and all Building related Services System.
- Set a standard of workmanship by keeping abreast with best practices and continually roll out new initiatives such as control guidelines, audits, and check list.
- Operational day-to-day support.
- Prepare RFQ, evaluate using PQM, recommend for award, coordination, and execution.
- Equipment Life Cycle Cost with 10 years plans
- Contract and Contractor Management
- Provide technical guidance and advice to stakeholders and in house partners.
- Maintenance documentation and retention as per regulatory requirement.
- Utilities tracking, analysis and recommendation.
- 24\*7 standby and to be activated during emergency.
- Any other duties as assigned by Supervisor.

#### Project Management

- System upgrading, Improvement projects or support to Cognita entity.
- Building of concept with stakeholders' inputs and regulatory compliance.
- Prepare RFQ, evaluate using PQM, recommend for award, coordination, and execution.
- Participate in project management and provide technical inputs during design and conceptual phase.



- Analyse technical feasibility of energy saving, measures using knowledge of engineering, energy production, energy use, construction, maintenance, system operation and process system.
- Any other duties as assigned by Supervisor.

#### General Administration Management

- Procedure and policy upkeep to ensure compliance.
- Benchmarking against industries' or international schools' best practices with baseline performance.
- Service Desk performance against aging request ticket.
- Prepare monthly performance report and tracker.

#### **SECONDARY RESPONSIBILITIES**

- To assist the Facility Manager & Engineer and deputise staff absence.
- Support in Event management.
- Self and cross section audit for compliance.
- Coordinate A&A and repair works from time to time.
- Any other duties as assigned by Supervisor.

#### SCHOOL MEMBERSHIP

- Fire Response Team
- Fire Safety Manager
- Emergency Response Team / Deputy Site Incident Controller

This role is a school focused position.

This role is an individual contributor position and there is no direct or indirect reporting.

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

#### **Position Requirements**

- Good knowledge of the full facilities spectrum is an added advantage.
- Self-motivated, independent and able to work under pressure.
- Self- starter and needing little supervision.
- Familiar with Microsoft application ie: EXCEL, WORD and POWERPOINT.
- Knowledge of auto-cad will be an added advantage.
- Good command of English (Spoken and Written)



- Familiarity with codes of practice, relevant regulations and a working knowledge of authority submission and approval procedures
- Preferably with relevant experience in an international school environment, hospitality environment and etc.

## Qualifications

- Diploma and Bachelor in engineering preferably in electrical or electronics or Building Services/Management with 10 years and 5 years of relevant experience respectively.
- Registered Fire Safety Manager

## 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

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- **Working Hours:** 8:00am – 5.00pm, Monday to Friday, Alternate Sat 8.00am to 12.00pm.
- **Lunch:** 1 hour lunch daily
- **Annual Leave:** 21 days per annum.  
Leave may be taken at any time, but encouraged to be taken during school holidays.
- **Medical Benefits:** Group Medical Insurance for employee.
- **Medical & Hospitalisation Leave:** 60 days hospitalisation leave inclusive of 14 days medical leave.
- **Probation Period:** 3 months from date of commencement
- **Reference Check:** Required
- **Background check:** Required