

## JOB FAMILY – Administration and Operations

Job Name	Maintenance Technician
Job Code	ADM01/09
Job Summary	Carry out routine maintenance, repairing, monitor and ensure all schools systems are operating as per the schools requirements and manufacturers specifications.
Main Accountabilities	<ul style="list-style-type: none"> <li>• To liaise with and supervise external contractors on builder's and repair work arranged by the school and ESF office on site</li> <li>• Assist/monitor/evaluate maintenance contractors when carrying out their routine inspections</li> <li>• To carry out minor repairs and maintenance on all school systems, including minor joinery, E&amp;M and builder's works</li> <li>• To be responsible for carrying out daily works orders</li> <li>• To carry out routine checks and upkeep to all school systems e.g. E&amp;M, VRV, electrical</li> <li>• Identify continuous energy savings in all systems</li> <li>• Be responsible for identifying and taking necessary precautions if required on Health and Safety risks in the schools</li> <li>• To serve as the on-site liaison for staff during non-office hours</li> <li>• To assist with issues related to outside hiring of the school's facilities</li> <li>• To assist to move furniture, equipment and heavy objects</li> <li>• To help monitor the storage of tools, furniture and site equipment</li> <li>• Performs other duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives</li> </ul>
Typical reporting relationship	Facilities Manager, Business Manager
Minimum typical education	Form 5 or above
Minimum typical experience	<ul style="list-style-type: none"> <li>• 3-5 years relevant experience</li> </ul>
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> <li>• Good command of English (spoken and written). Fluency in Cantonese or Mandarin is helpful</li> <li>• Strong communication skills</li> <li>• Attention to detail</li> <li>• Maintenance skills</li> <li>• Able to prioritise workload</li> <li>• Creative and imaginative thinker, problem solver, flexible, adaptable, capable of considering different perspectives</li> <li>• Positive attitude</li> <li>• Able to work independently as well as collaboratively contribute in a team</li> <li>• Excellent organizational and interpersonal skills</li> <li>• Competent to work under pressure</li> <li>• Able to multitask</li> <li>• Proactive working attitude, result oriented</li> </ul>
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.</p>	