

JOB FAMILY – Facilities

Job Name	Facilities Manager
Job Code	
Job Summary	<p>To assist the Business Manager in the areas of site and facilities management and to ensure resources are utilised effectively, efficiently accordingly to ESF Governance.</p> <p>Responsible for all aspects of the maintenance and development of the school site, buildings and facilities.</p>
Main Accountabilities	<p>Operations</p> <ul style="list-style-type: none"> • Supervise facilities staff and schedule workloads and provide coaching and evaluation to staff; ensure that staff are trained in complex maintenance activities and are following standard operating procedures • Establish and manage cost control systems and develop annual maintenance repair and improvement budgets • Provide regular reports and presentations as requested and attend meetings as necessary • To ensure that the environment of all classrooms is conducive to teaching and learning (all classrooms are adequately resourced, clean, well maintained and free from clutter); to be proactive in checking all classrooms on a regular basis • To act as the initial contact for all matters related to school's site and facilities • To act as the first line manager in managing and monitoring daily operation of the site team in maintaining the school a safe and healthy environment for teaching and learning where resources are utilised cost effectively and efficiently • To monitor the performance of site service contractors and ensure the service contract terms are fully complied • To ensure the safe and smooth operation of the building facilities (electricity, water, gas, etc.) • To coordinate site arrangement for all approved school or non-school events on site • Conduct regular site walks and identify possible health and safety hazards and to come up with precautionary measures • Source quotations and compile paperwork for site & facilities related matters • To coordinate with ESF FDD and ESF contractors on issues related to the school building repair and maintenance in maintaining the school a safe and healthy environment • To assist the Business Manager on site arrangement, coordination, room booking and management with regards to outside hiring and internal bookings • To help monitoring site & facilities budget expenses delegated by the Business Manager • Monitor Asset Management and asset disposal through Epicor system • Promptly process of invoices received <p>Planning</p> <ul style="list-style-type: none"> • Draft, compile and organize operational manuals for school fixtures (eg. Aircon plan, electricity plan, water meter plan, etc.)

	<ul style="list-style-type: none"> • Draft, compile and organize an internal service level agreement to services provided by site team with school's outsourced contractors inclusive • Coordinate with ESF FDD on annual facilities checking (eg. Fire services, water fountain, electricity, etc.) and maintain relevant records • Ensure the school complies with the facilities regulations and requirements • Oversee the site cleaning and security control and recommend enhancements if necessary • Responsible for planning, implementing and monitoring a medium and long term strategic plan for the school site maintenance and development that takes account of the whole school redevelopment • A member of the schools Health and safety committee • Co ordination of fire drills and alarm maintenance • Manage and maintain an update record of school inventory • Administer tender process for facilities related issues <p>Development</p> <ul style="list-style-type: none"> • Assist Business Manager in exploring energy saving opportunities for school • Assist Business Manager to develop new rental opportunities to generate additional rental income.
Typical reporting relationship	Business Manager > Principal
Minimum typical education	Degree in relevant technical subject
Minimum typical experience	3 years relevant post graduate experience
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> • Application of project management techniques • Ability to follow established standards • Fluency in oral, written English, Cantonese (desirable) • Excellent interpersonal skills • Excellent organisational and computer skills <p>Knowledge</p> <ul style="list-style-type: none"> • Applies good understanding of HKSAR building codes and standards • Applies good knowledge in building repairs, maintenance and site safety • Applies good knowledge and practices in in property management in relation to budget control and site staff management essential.
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • Collaboration • Communication • Planning and Organising Work • Customer Service • Time management • Independence • Problem solver
<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>	