

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