

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: May 2024
Function/Department	Facilities	Location: AIS
Manager Title	Facilities Manager	
Position Type	Permanent	
Position Status	Full-time	

Position Objectives

- Management of service providers in the maintenance and repair works, cleaning, sanitation, vector control services and ensuring meeting KPIs
- Project management and execution
- Co-ordinate and manage events
- Stakeholder management and meeting the expectations

Responsibilities

Primary responsibilities:

- To plan and manage the corrective and preventive maintenance work for the various mechanical and electrical systems, fire protection system and building related services
- Set a high standard of workmanship by keeping abreast with best practices and continually roll out new initiatives such as control guidelines, audits, and checklist
- Operational day-to-day support
- Prepare RFQ, evaluate using PQM, recommend for award, co-ordination and execution of works and projects
- Contractor management and monitor project timelines, budgets, and resource allocation
- Regular communications with, provide technical guidance and advice, to stakeholders
- Co-ordinate with stakeholders and service providers in the planning and execution of events and activities
- Attends weekly logistics meeting to co-ordinate and ensure no clashes of events
- Service desk/request performance against aging request tickets
- Prepare monthly performance report and tracker
- 24/7 standby and to be activated during emergency
- Any other duties as assigned by Supervisor

Secondary responsibilities:

- To assist the Facilities Manager and deputies staff absence
- Co-ordinate A&A and repair works from time to time
- Conduct health and safety audits and inspections
- Constantly looking at areas for improvements

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

- Diploma in mechanical or electrical engineering
- At least 5 years working experience in estates or facilities management
- Effective communication skills to liaise with internal and external stakeholders
- Attention to details
- Experience in event management
- Able to work on alternate Saturdays

Qualifications

- At least 5 years working experience
- Minimum Diploma

Contacts

- Internal stakeholders (Academic & non-academic staff of AIS and BCS)
- External stakeholders (i.e. vendors, contractors, technicians, etc)

Working Conditions

- School environment
- Office location within a school at Lorong Chuan
- Fast-paced work environment
- Alternate Saturdays
- Occasional evening and weekend work during events

Terms of Employment

- Working Hours: 8.00am – 5.00pm, Monday to Friday & alternate Saturdays
- Lunch: 1 hour daily
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalization leave including 14 days sick leave
- Probation period: 3 months from the date of commencement
- References: Required
- Background Checks: Required