



**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 Maintenance Executive	Reference: June2024
Function/Department	ELV Facilities	Location: Early Learning Village (AIS)
Manager Title	ELV Campus Manager	
Position Type	Permanent	
Position Status	Full-time	

### Position Objective

The Facilities Maintenance Executive for the ELV Campus will play a pivotal role in ensuring adherence to health and safety policies while overseeing all mechanical and electrical activities for property management. They will supervise an outsourced team, ensuring efficient general maintenance, event setups, and audio-visual systems. Responsibilities include optimizing work processes for productivity, maintaining operational readiness of facilities like air-con and security systems, and scheduling preventive maintenance. The role involves close coordination with contractors, ensuring compliance with quality standards and regulatory requirements. Additionally, the Executive will handle inspections, manage breakdowns, and perform hands-on repairs as needed to uphold smooth daily operations and meet service level commitments.

### Responsibilities

#### Key Responsibilities:

- Provide support, advice, and ensure adherence to all Policies and Procedures for the Management of Health and Safety within the Early Learning Village.
- Plan, execute, and supervise all M&E activities related to the effective management and maintenance of the property.
- Supervise and lead a team of outsourced technicians responsible for general maintenance tasks, repairs, and Event and Audio-Visual setup.
- Review the team's work processes to optimize resource utilization for maximum productivity.
- Ensure all facilities (air conditioning, electrical, fire alarm, sanitary, security, lifts, etc.) are in proper working order, maintaining smooth daily building operations.
- Plan deployments and preventive maintenance schedules, and monitor equipment efficiency, lifespan, and warranty periods.
- Liaise closely with contractors for general maintenance of the building, covering electrical, mechanical, air conditioning, playgrounds, security systems, swimming pool, and audio-visual systems.
- Monitor and oversee preventive and corrective maintenance, repairs, and replacements performed by contractors in accordance with specifications.
- Ensure vendors' and contractors' work complies with company quality standards and statutory regulations.
- Assist in coordinating with authorities for building facilities and equipment inspections to meet local safety requirements and standards.
- Prepare quotations, tender specifications, invitations for quotes/tenders, etc.
- Provide technical assistance and advice on property matters.
- Investigate, analyze, and resolve reported breakdowns and faults to prevent future occurrences.
- Act as the main point of contact for responding to facility and system failures.
- Conduct daily, weekly, and monthly inspections of key facilities, systems, and critical areas of the ELV.



- Ensure prompt resolution of all building M&E defects and breakdowns within set KPI timeframes.
- Monitor all defects, ensuring follow-up and closure by contractors.
- Supervise contractor and facilities maintenance work on weekends as required.
- Perform hands-on repair work and basic installations when necessary.
- Undertake any other ad-hoc duties as required to ensure the efficient operation of the Early Learning Village.
- Manage teams of third-party vendors to ensure an outstanding service is delivered and maintained.

**The job holder's responsibility for promoting and safeguarding the welfare of children and young persons 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

- At least 3 years of relevant maintenance of M&E systems and facilities operations will be advantageous
- Possess good practical knowledge in building maintenance with initiative and good analytical skills
- Ability to work independently as well as a team player
- Assist promptly in emergencies or as needed
- Be an active Emergency Response Team member
- Self-motivated and able to multi-task with attention to detail
- Good Workplace Safety and Health behaviour
- Communicate effectively with internal and external stakeholders
- Enthusiasm to work in a flexible and dynamic children-centric environment

#### Qualifications

- Diploma or Nitec in Electrical Engineering or Mechanical Engineering
- Knowledge in Microsoft Office and equivalent Google suite apps
- Technical competency in AV Systems/Aircon/Electrical/Electronic/Fire Protection/Plumbing will be highly preferred
- Company Emergency Response Team (CERT) Certified

#### Contacts

- The leadership team (Campus Manager, School leaders, Operations leaders, Academic Leaders)
- External Stakeholders (vendors, technicians, external accreditors , etc)
- Internal Stakeholders (staff, students, visitors, in-house facilities team members, etc)

#### Working Conditions

- Located at Lorong Chuan

#### Terms of Employment

- Working Hours: 8:00 am – 5.00pm, Monday to Friday
- Annual Leaves – 21 days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required