

**Job Title: Executive/Senior Executive, Facilities Management**

**Reporting Officer**

Manager, Facilities Management

**Job Description**

**Lift Escalators Travellators (LETs)**

- To manage contractors performing Preventive Maintenance (PM) and Corrective Maintenance (CM) of the LETs equipment
- Ensure all works in compliance with Work Procedures, Work Instructions, Work Safety Manual/ Procedures, Quality Procedures and Statutory Codes of Practice.
- Be the liaison officer for incident/ accident investigation by Building and Construction Authority (BCA), coordinating on-site works and provide updates.
- Assist in Audit and Inspection for both internal and external parties.
- Person-In-Charge to supervise the maintenance or repair work carried out by contractors. Ensure work carried out meets the expected standards and quality.
- To report on the chronic and problematic LETs and mitigation plan.
- To put up the recommendation of parts replacement.
- To forecast and monitor the cyclical replacement.
- To perform Life-Cycle Cost Analysis
- Contract administration including evaluation of contractors' performance and review of contract specifications.
- Present technical reports and solutions; explaining and communicating technical requirements and designs to stakeholders.
- To enforce a high standard of workmanship by keeping in touch with industry practices and continually roll out initiatives.

**Air-conditioning Mechanical Ventilation (ACMV)**

- To keep track maintenance/breakdown/A&A works with follow up actions for systems such as chillers, AHU, FCU, etc.
- Ensure all maintenance works are carried out according to prescribed checklist and schedule.
- To improve the efficiency of the existing operational process, innovating and implementing systems improvement on energy conservation.
- Conduct regular inspection of existing aircon system to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines.

**Skills/Knowledge Required**

- Degree or Diploma in Electrical or Mechanical Engineering or equivalent
- 3 years of relevant experience in a similar capacity
- Self-motivated, driven, analytical, assertive and a good team player.
- Excellent interpersonal, verbal, written communication and presentation skills
- Able to work in fast paced environment with changing priorities.
- Able to read simple electrical circuitry and engineering drawing.
- Be self-motivated, resourceful and well organized.
- Able to work independently and lead by example.
- Has experience and is confident in managing contractor.