

Building Services & Facility Manager

Job Description

<p>Role Summary</p>	<p>To be responsible for the overall maintenance of the school buildings, facilities and grounds, as well as to support and oversee any new building/renovation/maintenance initiatives and projects.</p> <p>Advise and inform the Director of Administration on building services maintenance and project development.</p>
<p>Main Accountabilities</p>	<ul style="list-style-type: none"> ▪ Lead, manage, supervise the janitorial and maintenance team as well as the College driver including their leave management. ▪ Liaise, supervise and monitor services provided by outside contractors. ▪ Provide facilities management services for the day-to-day school operation, student activities and special events throughout the year. ▪ Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens. ▪ Ensure that the site is kept clean, tidy in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning. ▪ Plan for in-house routine maintenance including monitoring fixed assets and inventory system, routine maintenance, renovation, improvement works, and carry out feasibility studies of proposed/approved project works. ▪ Liaise with service providers, consultants etc on building/renovation /extension projects. ▪ Work with the Director of Administration in preparation of maintenance and capital project/ work plans and budgets. ▪ Attend daily meeting with the Director of Administration. ▪ Attend Focus Team meeting, as necessary.
<p>Typical reporting relationship</p>	<p>Director of Administration</p>
<p>Development / Training to support role competencies</p>	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>

Building Services & Facility Manager Job Specification

Minimum typical education	University graduate in Facility Management, Building Services Engineering or related discipline
Minimum typical experience	Minimum 5 years of proven experience in facility and project management, of which 3 years at managerial/supervisory level.
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <p>Ability to make decisions, use initiative and take responsibility for tasks.</p> <p>Experience in leading a team, and ability to work effectively, efficiently and cooperatively within an organisation.</p> <p>Good at problem solving skills, and ability to give practical advice and solution.</p> <p>Ability to monitor and evaluate contractor’s work schedule and performance.</p> <p>Good command of written and spoken English and Chinese.</p> <p>Proficiency in MS Office, Excel, Powerpoint.</p> <p><u>Knowledge</u></p> <p>Strong background and technical knowledge on building services maintenance and projects.</p> <p>Good knowledge of building and facility management regulatory requirements and practices, and health & safety ordinances.</p> <p>Hands-on experience at school setting preferred.</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ◆ Engaging and confident personality. ◆ Proactive and can-do mindset. ◆ Results driven and delivery focused. ◆ Excellent time management, organizational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.