

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Project Manager (Building Services Section) (Ref. 21101512-IE)

Duties

The appointee will be required to:

- (a) manage, administer and monitor Capital, Alterations, Additions & Improvements (AA&I) and Alterations and Additions (A&A) works from design to testing and commissioning including the design and preparation of necessary drawings and specifications, issuing of works orders and purchasing orders as well as the assessment of payment certificates and funding applications;
- (b) assess consultants' proposals for capital projects, improvements and additions projects;
- (c) act as client representative to supervise/monitor consultants and contractors' works;
- (d) co-ordinate and liaise with service units and user departments of the University, the Government and external bodies on capital projects as well as improvement and alterations projects;
- (e) establish the quality and statutory standards in AA&I and A&A works and co-ordinate with the Campus Facilities and Sustainability Office and the Health, Safety and Environment Office to ensure the standards are met;
- (f) supervise professional/technical staff;
- (g) provide advice and support to the Office on building services matters; and
- (h) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Building Services or Mechanical/Electrical Engineering plus at least eight years of post-qualification experience;
- (b) be a qualified Building Services Engineer with mechanical services design experience;
- (c) have a good command of both written and spoken English and Chinese including Putonghua; and
- (d) have good interpersonal and presentation skills.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 22 October 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

15 October 2021