

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Senior Facilities Officer (Ref. 22012406-E2)

Duties

The appointee will be required to:

- (a) plan, co-ordinate and monitor the provision of client-focused facilities management services;
- (b) lead a team of technical staff to carry out emergency operation and handling of physical plant(s) and building services installations;
- (c) prepare tender documents including specifications and drawings for repairs, maintenance, addition, alteration and improvement works for physical plant(s) and building services installations;
- (d) liaise with other sections of the Office, end users and contractors for the implementation of repairs and maintenance of physical plant(s) and building services installations;
- (e) schedule and supervise site works including final testing and commissioning work;
- (f) perform budget control as well as handle contract administration and payment certification;
- (g) perform shift duties including working on Saturdays/Sundays/public holidays when required; and
- (h) handle any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Building Services, Mechanical/Electrical Engineering or a related discipline plus at least five years of relevant experience OR a diploma in one of the above disciplines plus at least eight years of relevant experience;
- (b) good communication, supervisory and interpersonal skills; and
- (c) a good command of both written and spoken English and Chinese.

Preference will be given to those with experience in and knowledge of central mechanical ventilation and air-conditioning (MVAC) systems, mechanical plants and building management system.

Applicants who have responded to the previous advertisement need not re-apply.

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 31 January 2022 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.

24 January 2022