

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Technical Manager (Ref. 22020808-E)

Duties

The appointee will report to the Associate Director of Campus Facilities and Sustainability and be required to:

- (a) lead and supervise a multi-disciplinary team to formulate and implement design proposals for assigned projects to achieve energy savings and sustainability goals of the University;
- (b) take the lead and be responsible for consolidating projects including project cycle management as well as risk and quality management according to the project plan;
- (c) be responsible for cost management and budgetary control of approved projects, and act as Person In Charge for cash flow control;
- (d) assist in driving AI, IoT and innovative technologies to provide smart facilities management services for fostering a sustainable campus environment;
- (e) provide technical advice and support in formulating and reviewing sustainability policies and guidelines of all campus development and operations;
- (f) prepare tender specifications and drawings as well as make recommendation on returned tenders;
- (g) assist in project management and site supervision and keep track of progress;
- (h) liaise with different users/sections/partnering units and supervise/monitor works performed by consultants/contractors/service providers;
- (i) perform duties outside normal office hours including working on Saturdays/Sundays/public holidays when necessary; and
- (j) handle 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 Engineering, Electrical Engineering or a related discipline with at least eight years of relevant experience in handling sustainability projects and project management;
- (b) have knowledge of and proven experience in building services design, installation, maintenance and/or handover for occupation including preparation of tender documents, issuing of works orders and purchasing orders, project management, testing and commissioning, assessment of payment certificates as well as funding applications;
- (c) possess good client service mindset and interpersonal skills; and
- (d) a good command of both written and spoken English and Chinese.

Preference will be given to those applicants who have:

- (a) relevant professional qualification such as (i) Chartered Engineer and/or Corporate Member of HKIE, CIBSE, BSOMES, IET, etc.; (ii) BEAM Professional and/or LEED AP; and/or (iii) a certificate of Registration of Electrical Worker of Grade B or above;
- (b) good knowledge of relevant statutory regulations and experience in energy management, design, maintenance and/or operation of air-conditioning systems, building automation systems, computerized maintenance system in IoT for facilities management applications, and the use of Building Energy Codes, energy modelling and BIM models; and/or
- (c) hands-on experience in managing energy saving projects in operation and maintenance, renovation and new developments.

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 14 February 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.

8 February 2022