

# THE HONG KONG POLYTECHNIC UNIVERSITY

## CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

### Post Specification

**Senior Facilities Officer (MVAC)** (Ref. 22021802-IE)

### Duties

The appointee will report to the Technical Services Section in the area of mechanical ventilation and air-conditioning (MVAC) systems and be required to:

- (a) plan and oversee the provision of client-focused facilities management services;
- (b) lead a team of technical staff to prepare tender documents including specifications and drawings for repairs, maintenance, addition, alteration and improvement works for physical plant(s) and building services installations;
- (c) 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;
- (d) schedule and supervise site works including final testing and commissioning work;
- (e) prepare and control budget and handle contract administration and payment certification; and
- (f) perform 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' relevant experience OR a diploma in one of the above disciplines plus at least eight years' 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.

### 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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](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 23 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

18 February 2022