

THE HONG KONG POLYTECHNIC UNIVERSITY

FACILITIES MANAGEMENT OFFICE

Post Specification

Technical Manager (Building Services) (Ref. 21020909-IE)

Duties

The appointee will report directly to Senior Facilities Manager in the Technical Services Section and be required to:

- (a) supervise a multi-disciplinary team of technical and frontline staff;
- (b) plan, organize and co-ordinate the operation, repair and maintenance/replacement/upgrading of building services installations for all University's premises on campus and off-campus;
- (c) liaise and co-ordinate with different parties including contractors on the implementation of planned maintenance/replacement/upgrading works;
- (d) design and prepare tender documents including specifications, drawings and tender recommendation for maintenance and improvement works;
- (e) monitor the progress and quality of works performed by both contractors and in-house staff;
- (f) assist in achieving the departmental objectives and goals, and support the University in the implementation of its strategic plans;
- (g) liaise with Campus Development Office and other sections in Facilities Management Office on the testing, commissioning and taking over of building services installations in renovated areas and new buildings; and
- (h) perform any other duties as assigned by Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Building Services or a related discipline with at least five years of relevant experience at supervisory level;
- (b) a professional or postgraduate qualification with sound knowledge of MVAC being an advantage;
- (c) good customer service mindset as well as leadership and interpersonal skills; and
- (d) an excellent command of both written and spoken English and Chinese.

Preference will be given to those applicants who have the professional qualification such as Chartered Engineer and/or Corporate Member of HKIE, CIBSE, BSOMES, IET and experience in and knowledge of building services design, installation, maintenance, and/or handover for occupation including preparation of tender documents, issuing of work/purchasing orders, project management, testing and commissioning, assessment of payment certificates and funding applications for building services installations, especially BMS, MVAC installations, mechanical systems, energy efficiency projects, cyclic maintenance as well as IoT applications in facilities management.

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.

9 February 2021