

# THE HONG KONG POLYTECHNIC UNIVERSITY

## FACILITIES MANAGEMENT OFFICE

### Post Specification

- (1) **Senior Facilities Officer (Information Communications and Technology)** (Ref. 21041309-IE)
- (2) **Facilities Officer (Building Services)** (Ref. 21041310-IE)

### Duties

The appointees will report to the Associate Director of Facilities Management in the areas of information, communications and technology (ICT) and/or building services/extra low voltage (ELV) installations and be required to:

- (a) plan and oversee the implementation of client-focused facilities management services;
- (b) participate in environmental review, business process re-engineering, user requirements collection, verifications and performance testing on ICT/ELV installations such as security access control system, car park management system, intrusion detection system, closed circuit television (CCTV) installation, Walkie Talkie and smartcard access control system, etc. as well as other IT business process improvement systems;
- (c) lead a team of technical staff/contractors to carry out repairs, maintenance, addition, alteration and improvement works of ELV installations and/or electrical installations such as lifts, escalators, emergency generators, LV switchboards and dimming systems, etc.;
- (d) liaise with internal parties, end-users, consultants and contractors for the implementation of repairs and maintenance, daily operation and improvement works including tender specifications/drawings/analysis preparation, cost control, contract administration, site work supervision, testing and commissioning, facilities and projects handover, etc.;
- (e) co-ordinate with the end-users, main contractors and consultants in the take-over of new buildings and the projects of addition, alternation and improvement works as well as prepare the associated defect lists and other documents as required;
- (f) perform duties outside normal office hours including working on Saturdays/Sundays/public holidays when necessary; and
- (g) handle any other duties as assigned by the Director of Office or his delegates.

### Qualifications

Applicants for the **Senior Facilities Officer** post should have a recognised degree in Electronic Engineering, Information Technology, Building Technology and Management, Building Services or a related discipline with a minimum of five years of relevant experience.

Applicants for the **Facilities Officer** post should have a higher diploma in one of the above disciplines with a minimum of eight years of relevant experience.

Applicants should also have:

- (a) highly refined communication skills for working with internal and external stakeholders;
- (b) strong numerical and data analysis capabilities; and
- (c) the ability to communicate effectively in both written and spoken English and Chinese.

Preference will be given to those applicants who have knowledge of, experience and qualification in the following areas:

- (a) project design/planning/management/testing and commissioning, preparation of tender documents, contract administration and/or repairs and maintenance for building services;
- (b) hands-on project lead in business process improvement, optimization projects, application of Internet of Things (IoT) technology and/or building sustainable technology in facilities management;
- (c) Certificate of Registration of Electrical Workers and/or substantial experience in novel security installations, a certificate for security systems design, Certified Engineer/Operator/Administrator for security systems such as integrated alarm system, video management system, access control system, intrusion detection system, etc.; or
- (d) Corporate Membership of IET, HKIE or an equivalent professional qualification.

#### **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.

13 April 2021