

THE HONG KONG POLYTECHNIC UNIVERSITY

FACILITIES MANAGEMENT OFFICE

Post Specification

Assistant Facilities Officer (two posts) (Ref. 21042707-E)

Duties

The appointees will be required to:

- (a) provide routine facilities management service to all campus premises including teaching venues;
- (b) lead a team of skilled front-line staff to carry out daily operation and repairs and maintenance works to ensure the facilities management services meeting customers' needs;
- (c) assist the supervisor(s) in rendering client-focused facilities management services including organize and liaise with different parties on the daily repairs and maintenance works, carry out inspection and supervise contractors' works;
- (d) follow up the matters upon issuance of orders and handle customer enquiries including venue booking;
- (e) liaise with other sections of the Office/units of the University/external contractors regarding the implementation of repairs and planned maintenance works as well as other facilities management services;
- (f) monitor the progress/quality of work performed by both in-house staff and contractors;
- (g) perform shift duties including working on Saturdays/Sundays/public holidays when necessary; and
- (h) handle any other duties as assigned by the Director of Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised certificate/diploma, preferably a recognised degree, in a related discipline plus at least two years of relevant work experience in building/building services/facilities management;
- (b) possession of broad working knowledge of the relevant discipline in facilities management industry;
- (c) good communications and interpersonal skills;
- (d) sound knowledge of basic office computer software including MS Office and preferably with knowledge of other software, such as AutoCAD; and
- (e) a good command of both written and spoken English and Chinese, with fluency in Putonghua is preferred.

Preference will be given to those with qualifications in the occupational health and safety.

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.

27 April 2021