

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Senior Facilities Officer (Building Services) (Ref. 21070201-IE)

Duties

The appointee will report to the Senior Facilities Manager in the areas of electrical and/or extra low voltage (ELV) installations and be required to:

- (a) plan and oversee the implementation of client-focused facilities management services;
- (b) perform design and operation, repairs and maintenance as well as testing and commissioning of electrical and ELV installations such as switchboard, emergency generator, closed circuit television (CCTV), lighting, access control system and smart technology applications, etc.;
- (c) carry out addition, alteration and improvement works for smart meter installation, IoT applications, security system, electrical installations upgrade, genset replacement and fitting out works, 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 projects of addition, alternation and improvement works as well as prepare the associated defect lists and other documents as required;
- (f) prepare works orders and payment certification for routine and emergency repair works;
- (g) perform duties outside normal office hours including working on Saturdays/Sundays/public holidays when necessary; and
- (h) handle any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Electrical Engineering, Building Services or a related discipline with a minimum of five years of relevant experience;
- (b) have hands-on experience in project management from conceptual to handover stages;
- (c) possess a certificate of Registration of Electrical Worker of Grade B or above, and a valid “Green Card”;
- (d) have highly refined communication and interpersonal skills for working with internal and external stakeholders;
- (e) have strong sense of risk awareness and be a good team player;

- (f) be self-motivated and able to work independently under pressure with tight work schedule;
- (g) be able to communicate effectively in both written and spoken English and Chinese.

Preference will be given to those applicants who possess Corporate Membership of IET, CIBSE, 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.

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 http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. 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 9 July 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

2 July 2021