

Facilities Technician

JOB ROLE DESCRIPTION

The Facilities Technician ensures that facilities are safe and functional by performing preventive and corrective maintenance activities. He/She conducts technical troubleshooting for mechanical and electrical issues in compliance with the quality and safety standards, regulations and organisational Workplace Safety and Health (WSH) practices.

He is a problem solver equipped with the required technical knowledge for managing facilities operations and maintenance. He works at designated sites and is deployed to other properties or locations.

CRITICAL WORK FUNCTIONS AND KEY TASKS/PERFORMANCE EXPECTATIONS		
CRITICAL WORK FUNCTIONS	KEY TASKS	PERFORMANCE EXPECTATIONS
Manage facility operations	• Perform preventive and corrective maintenance works according to quality and safety standards, procedures and regulations • Conduct technical investigation in response to fault calls • Complete documentation on procedures and schedules of maintenance works • Draw consumable and non-consumable items when required • Liaise with third party service providers on maintenance or repair works • Provide summary reports on preventive and corrective maintenance works	In accordance with: • Building Control Act • Building Maintenance and Strata Management Act • Electricity Act • Environmental Public Health Act and Regulations • Fire Safety Act • Public Utilities Act • Public Utilities (Water Supply) Regulations • Sewerage and Drainage Act • Sewerage and Drainage (Surface Water Drainage) Regulations • Workplace Safety and Health Act Note: Performance Expectations are non-exhaustive and subject to prevailing regulations
Drive safety and sustainability	• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices • Report accidents, near misses and incidents in accordance with WSH reporting practices • Ensure compliance with Environmental Management System (EMS) standards and practices • Ensure compliance with environmental sustainability regulatory and organisational requirements	
Drive continuous improvement initiatives	• Engage in continuous improvement initiatives to improve time, cost and quality management • Provide inputs on the use of latest smart facilities management trends or technologies	

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TECHNICAL SKILLS AND COMPETENCIES			
Air Conditioning and Mechanical Ventilation Systems Maintenance	Level 1	Fire Protection System Maintenance	Level 2
Building Management System Implementation and Control	Level 2	Green Facilities Management	Level 2
Civil Structure Maintenance	Level 1	Incident and Accident Investigation	Level 2
Condition-based Assets Monitoring Management	Level 1	Integrated Digital Delivery Application	Level 2
Continuous Improvement Management	Level 2	Inventory Management	Level 3
Drainage, Plumbing and Sanitary Systems Maintenance	Level 1	Lift Systems Maintenance and Management	Level 1
Electrical and Electronic Systems Maintenance	Level 1	Quality System Management	Level 2
Emergency Response Management	Level 2	Robotic and Automation Technology Application	Level 2
Engineering Drawing Interpretation and Management	Level 1	Smart Facilities Management	Level 1
Escalator and Travellator Systems Maintenance and Management	Level 1	Workplace Safety and Health Culture Development	Level 2
Facilities Shut-down and Re-start	Level 2	Workplace Safety and Health Framework Development and Implementation	Level 1
GENERIC SKILLS AND COMPETENCIES (TOP 5)			
Teamwork	Basic	Communication	Basic
Service Orientation	Basic	Decision Making	Basic
Problem Solving	Basic		