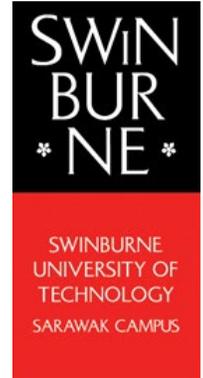


POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Assistant Manager, Building Facilities (Building & Asset Maintenance)
Position Grade	E3 – Assistant Manager
Category	Executive
Campus / Unit / Faculty	Sarawak Campus – Building Facilities Unit
Term of Appointment	Full-time Appointment
Effective Date	September 2025

Position Purpose

The position is an administrative position at the Sarawak Campus. The appointee is reporting to the Manager, Building Facilities and is responsible for areas as designated by the Manager, Building Facilities. The appointee will be responsible for the following:

- repair and maintenance;
- sourcing and purchasing of consumables;
- fire safety;
- asset and energy management;
- maintenance of building and M&E system; and
- support services for events.

This position will also be required to work closely with other staff members on campus.

Participation on Committees:

The position will be required to participate on relevant committees as and when is needed for the efficient performance of duties and as directed by the Manager, Building Facilities; or Director, Administration; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC & CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships:

<u>This</u> position's supervisor / manager	Manager, Building Facilities; or any other person as assigned by an authorised personnel
Other positions reporting to this position	Executive(s), Officer(s), Technician(s)

Location:

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	PLANNING, IMPLEMENTING AND MONITORING	<ul style="list-style-type: none"> • Ensure all Mechanical & Electrical (M&E) systems, equipment, and building infrastructure are properly maintained, fully functional, and supported with scheduled preventive and corrective maintenance programs. • Develop and implement contingency plans for unforeseen events and major system faults, particularly the standby generator set and ventilation systems. • Supervise and lead engineering and maintenance works, ensuring compliance with specifications, timely completion, and adherence to budget allocations. • Monitor daily work progress, address deviations from plans, and coordinate manpower, equipment, and materials with the maintenance team to achieve targets. • Develop and enforce Standard Operating Procedures (SOPs), preventive and corrective maintenance schedules, and calibration programs to uphold optimal equipment performance. • Uphold and continuously review the University's maintenance standards, aligning with latest industry requirements and best practices. • Conduct scheduled walk-through inspections to ensure uninterrupted operations during university hours. • Enforce safe practices in the use of tools, equipment, and materials for troubleshooting, repair, and maintenance activities. • Proactively identify and resolve maintenance issues while implementing process improvements. • Demonstrate a growth mindset by keeping abreast of the latest technologies, including AI-driven solutions, and seeking innovative approaches to enhance maintenance operations and efficiency. • Formulate actionable plans based on survey feedback, student focus groups, and committee discussions. • Plan and manage the building operating budget, monitor expenses, and encourage cost efficiency within the team. • Recommend and implement facility improvements to maintain buildings in excellent condition. • Plan, budget, and schedule facility modifications, including cost estimation for labour, materials, and equipment. • Establish cost-effective procedures and policies to ensure buildings comply with relevant laws, by-laws, and local authority requirements. • Monitor and analyse daily power consumption, implement efficiency measures, and initiate preventive maintenance to minimize breakdowns and outages. • Manage overall energy consumption and efficiency of M&E systems. • Oversee ad-hoc and contractual service providers, ensuring timely and efficient delivery of services. • Manage service contracts, including contractor pre-qualification, preparation of specifications, and procurement processes.

Key Responsibility Areas		
2.	LEADERSHIP	<ul style="list-style-type: none"> • Provide strong leadership, supervise, encourage and support the work of subordinates within the Maintenance section. • Set professional standards for the staff. • Ensure team members within the section are properly trained and provide guidance to them in carrying out their duties effectively and efficiently. • Plan and set performance goals for the staff within the section and monitor their performance. • Train and motivate staff in their respective job scope and promote teamwork.
3.	MAINTENANCE MANAGEMENT	<ul style="list-style-type: none"> • Comprehensive knowledge on centralized air conditioning system and its equipment. • Comprehensive knowledge on LV electrical systems, able to troubleshoot electrical faults and provide a rectification solution. • Verify servicing works are carried out by the vendors as per contract. • Ensure that the building health and safety requirements are met. • Capacity to look at digitalisation and innovative initiatives to support sustainability in future maintenance. • Continuously upgrade and expand technical skills and knowledge, to support a progressive university.
4.	VENDOR RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Able to specify items required and obtain quotations as necessary. • Maintain good relationship with vendors.
5.	HEALTH & SAFETY	<ul style="list-style-type: none"> • Practise safe work habits and comply with Occupational Safety and Health regulations with proper use and care of Personal Protection Equipment. • Ensure a safe working environment within the chiller rooms, AHU, surrounding area on air-conditioning units, plants rooms, MSB & Genset Rooms and M&E rooms and risers. • Ensure strict application of health and safety prevention program, and lead investigation of any incident or accident that occurs during the execution of a project or any activity under team's responsibility.
6.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> • Liaise with service providers – DOSH, SESCO, KWB, JKPP etc. on utility services and equipment in compliance with regulations and requirements. • Liaise with the relevant government authorities and statutory bodies in complying with the rules and regulations. • Liaise and interact with other external parties such as contractors and vendors on relevant matters. • Liaise and interact with internal parties on relevant matters.
7.	REPORTING	<ul style="list-style-type: none"> • Provide annual preventive and monthly corrective maintenance programme with budgetary input. • Compile report on monthly basis, with information on maintenance works, service ticket progress, utilities consumption, scheduled maintenance services updates, technical requisition updates and occurrence of power and system interruption. • Prepare and provide accurate reports on relevant information as and when needed by the Manager, Building Facilities.
8.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> • Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors;

Key Responsibility Areas		
		<ul style="list-style-type: none"> • Direct investigation of incidents and coordinate corrective actions as needed.
9.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all time. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
10.	OTHER DUTIES	<ul style="list-style-type: none"> • Any other duties as required by the Manager, Building Facilities; or Director Administration; or PVC/CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Desirable
1.	A Bachelor's degree in Mechanical Engineering, Electrical Engineering or a relevant discipline from a recognised institution with minimum of 3 - 5 years of relevant work experience including one (1) year at supervisory level in leading a team of staff. Master's degree holders in relevant discipline can be considered.	Essential
2.	Candidates must be a certified Chargeman L1.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Desirable
1.	Able to prioritise workload and complete tasks within the assigned time.	Essential
2.	A sound knowledge and skillful in the safe use of hand and power tools and other materials required to perform troubleshoot, repair and maintenance tasks on building repairs which include physical assets, electrical appliances (e.g. DB circuit breakers, replace electrical faulty circuits, switches and outlets), plumbing (e.g. plunge toilets and unclog drains & piping), and mechanical equipment (e.g. pump and motor replacement), split unit air conditioners and centralised air conditioning equipment.	Essential
3.	Awareness of AI-driven solutions, smart building technologies, and IoT applications in facility management	Essential
4.	Excellent interpersonal and organisational skills, pleasant personality, and a good team player.	Essential
5.	Ability to provide strong leadership, supervise, encourage and support the work of subordinates within the section including ability in monitoring and tracking work progress as well as setting professional standards for the team members.	Essential
6.	Prepared to work outside normal office hours and willing to work long hours in attending to the stakeholder needs and urgencies.	Essential
7.	Sound understanding and appreciation of the roles and functions of various facilities and general building maintenance in supporting the development goals of a modern university.	Highly Desirable
8.	Competent in reading, understanding and interpreting specifications, drawings, and all other engineering related documentation.	Highly Desirable
9.	Ability to communicate orally and in writing, to convey and elicit information effectively, and to develop cooperative working relationships with staff members, students and suppliers.	Highly Desirable
10.	Computer literate including competent use of MS Word, Excel, Autocad and web applications or similar computing packages.	Highly Desirable
11.	Knowledge in First Aid and Occupational Health and Safety measures.	Highly Desirable
12.	Familiar with all the Engineering Standards, Sarawak Building By-Laws and Safety procedures.	Highly Desirable

Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).