

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Maintenance Executive
Position Grade	E2 – Executive
Category	Executive
Campus/School/Unit	Sarawak Campus – Building Facilities
Term of Appointment	Fixed-term Appointment
Effective Date	January 2026

Position Purpose:

The position is an administrative position at the Branch Campus University in Sarawak. The person reports to the Assistant Manager, Building Facilities and is responsible for areas as designated by the Manager, Building Facilities.

The position is responsible the following:

- Maintenance of University building and assets i.e furniture, window blinds, electrical systems, kitchen facilities, water dispensers, spilt air-conditioning units, office fixtures, fire & safety, electrical system, sound and audio system, architectural and structural works etc;
- Coordination and management of maintenance projects, repair and installation works;
- Administration and management of service contracts i.e landscape, fire protection system, air conditioning, sewage treatment plants, grease traps, etc;
- Tracking maintenance and service budget expenditures, monitoring utilities consumption and cost Control;
- Developing maintenance policies and procedures, ensuring that they are oriented towards achieving the University's objectives and that they are understood and complied with by all levels of personnel; and
- Good analytical skills for trouble shooting and problem solving and recommendation for improvement on the building maintenance

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 Assistant Manager, Building Facilities; or Manager, Building Facilities; or Director, Administration; or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships:

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

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.	MANAGEMENT & PLANNING OF CAMPUS MAINTENANCE	<ul style="list-style-type: none"> • Manage of service contract. • Keep track on work orders, delivery orders, spare parts, and assets maintenance history from service desk plus system. • Assist to prepare budget and also to keep track of maintenance, utilities consumption and service budget expenditures is adhered to and control of cost • Prepare monthly report. • Ensure up to date architectural drawings, facilities information, maintenance unit rules or policies and maintenance manual on yearly basis. • Initiates, implements, and manages the asset maintenance program based on best practices with an emphasis on planning/scheduling and preventive/predictive maintenance. • Assist to verify through renovation plans, repair work specification submitted by units, contractors and suppliers are compliance to the guidelines stipulated in the maintenance or space planning requirements. • Ensure all helpdesk requests and complaints are achieve to the turnaround time in-order to provide efficient service. • Collaborate with internal and external customers to better understand, anticipate and meet the current and future needs of the branch campus university and its students in accordance with organisational expectations. • Preparing of documents to issue out for quotations / tenders for contractors. Able to specify items required and obtain quotations as necessary.
2.	TECHNICAL SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Provide first-line technical support in building maintenance and services. • Implement and manage asset maintenance programs based on best practices, with emphasis on planning, scheduling, and preventive or predictive maintenance. • Ensure building health, safety, and statutory requirements are met, including fire and lift safety standards. • Possess hands-on experience in air-conditioning systems, protection relays, switchboards, three-phase wiring, and power cabling. • Ensure compliance with Electricity Acts and relevant local statutory requirements. • Troubleshoot technical issues effectively and recommend improvements to building maintenance operations. • Ability to prepare documents to issue tenders for contractors.
3.	VENDOR RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Able to specify items required and obtain quotations as necessary. • Maintain good relationship with vendors.
4.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> • 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.
5.	REPORTING	<ul style="list-style-type: none"> • Prepare and provide accurate reports on relevant information as and when needed by the Manager, Building Facilities. • Make recommendations to changes in data reporting, where necessary, to ensure reports remain relevant for decision making.

Key Responsibility Areas		
6.	CUSTOMER SERVICE	Demonstrate Swinburne Values including: Collaborate with internal and external customers to better understand, anticipate and meet the current and future needs of the branch campus university and its students in accordance with organisational expectations. Provide accurate information and advise the staff on unit policies and procedures. Be polite, and courteous to all members of staff, students and visitors. Able to work well with staff members from other departments to provide the best customer service.
7.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: Execute OHS requirements in respective work areas; Maintain cleanliness, good housekeeping and overall safe work environment; and Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
8.	SWINBURNE VALUES AND CULTURE	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.
9.	OTHER DUTIES	Any other duties as required by the Assistant Manager, Building Facilities; or Manager, Building Facilities; or Director, Administration; 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/ Preferable
1.	A Bachelor's degree in Mechanical Engineering, Electrical Engineering or related discipline from a recognised institution with at least three (3) years relevant working experience.	Essential

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	Sound understanding and appreciation of the role and function of the building maintenance in supporting the development goals of a modern university.	Highly Desirable
2.	Ability to communicate orally and in writing, to convey and elicit information effectively, and to develop cooperative working relationships with staff, students and suppliers, computer literate.	Highly Desirable
3.	Hands-on knowledge of maintenance of various facilities and fixtures installed in the building and its compound: air conditioning system, furniture, electrical works, plumbing, maintain of sound system, fire & safety system, etc.	Highly Desirable
4.	Ability to be organised, have some planning skills, dedicated, and hardworking.	Highly Desirable
5.	Possess good organizational skills, excellent communication and negotiation skills.	Highly Desirable
6.	Ensure services provided by contractors are according to the guidelines, quality standards and operating objectives of the university.	Highly Desirable
7.	Good analytical skills for trouble shooting and problem solving.	Highly Desirable
8.	Possess a chargeman L1 or a wireman certificate.	Highly Desirable
9.	Good command in English, both spoken and written.	Highly Desirable