

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Project Engineer
Position Grade	E2 - Executive
Category	Executive
Campus / Unit	Sarawak Campus – Building Facilities
Term of Appointment	Full-time appointment
Effective Date	April 2025

Position Purpose

The position is an administrative position at Sarawak Campus. The position reports to the Assistant Manager, Space and Project Management, Building Facilities and is responsible for areas as designated by the Manager, Building Facilities.

The position will be responsible for the following:

- Carry out various projects in compliance with legal and accreditation requirements;
- Plan, execute, monitor and complete projects, within allocated budget and according to specifications and safety requirements;
- Manage renovation projects, refurbishments works;
- Prepare relevant proposals and reports; and
- Manage sub-tenants.

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

<u>This</u> 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	None

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"> Assist in preparation of required documents for quotations or tenders. Assist to prepare budget, execute and monitor the projects to ensure it is in line with project and budget plans developed. Monitor and evaluate contractors' performance. Prepare monthly progress reports. Liaise with consultants and contractors for smooth implementation of projects. Identify any arising matters and provide solution for Manager's approval. Source sub-tenants to ensure services are available for staff and students. Assist to source for sub-tenants, manage sub-tenants, monitor and evaluate sub-tenants' performance.
2.	TECHNICAL SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Able to comprehend construction drawings and prepare tender documents, Verify renovation plans or repair work specification submitted by contractors and suppliers are following the guidelines stipulated. Assist to ensure that the building health and safety requirements are met. Upgrade and expand technical skills and knowledge continuously to support a progressive university. Conduct market research to continuously make improvements to business processes.
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.
6.	CUSTOMER SERVICE	<p>Demonstrate Swinburne Values including:</p> <ul style="list-style-type: none"> 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)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> 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	<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.
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 Civil and Structural Engineering from a recognised institution with at least three (3) years relevant working experience. Master's degree holder in a relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Possess at least three (3) years project management experience in construction or renovation projects.	Essential
2.	Good command of English, both spoken and written.	Essential
3.	Have knowledge on contract management, preparation of tender documents and drawings.	Essential
4.	Ability to communicate orally and in writing to develop cooperative working relationships with consultants, staff, contractors and suppliers.	Essential
5.	Good computer skills in Microsoft Word, Excel and Power Point.	Essential
6.	Well organised, have good planning skills, dedicated, and hardworking.	Essential
7.	Ensure services provided by contractors are according to the guidelines, quality standards and operating objectives of the university.	Essential
8.	Have basic knowledge on Building By-Law and architectural works.	Highly Desirable
9.	Registered with the Institution of Engineers Malaysia (IEM)/ Board of Engineers Malaysia (BEM).	Preferable