



Job Description

Position: Facilities Officer (Electrical)

Accountable to: Head of Air-conditioning and M&E and Head of Operations

General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Key Roles (subject to change and development):

- To be responsible for monitoring mechanical and electrical services.
- To be responsible for the supervision in the maintenance of all electrical services such as but not limited to;
 - Main switchboard equipment
 - Low voltage electrical system (Inclusive of Lighting and Power)
 - UPS and backup generator system [also Genset Pump sets]
 - CCTV system
 - Card Access System for Doors & Entrances [RFID]
 - Electronic security access system including access barrier system
 - Fire alarm & fire protection system
 - Motorised rigging platform in the Arts Centre
 - Automated staging system in the Arts Centre
 - Public address system
 - Lightning protection and warning system
 - Drinking fountain equipment.

- o Electrical appliances.
 - o Kitchen appliances
 - o Workshop equipment
 - o Hot water system
 - o Kiln Oven
 - o Gator utility vehicle & Buggy Carts
 - o Fitness/Gym equipment
 - o Air purifier system
 - o Generator Systems (Diesel, Portable etc.)
 - o Dehumidifier
 - o Electrical appliances.
 - o Small to Large scale Kitchen equipment. (Including Walk-in-Freezers, Table Top Chillers, Warmers, dishwashers, Gas Stoves etc.)
 - o Design & technology workshop equipment
 - o Water pump system Controls (Domestic water & fire pumps)
 - o Science Department Lab equipment. (Eg. Fume Cupboard & Etc)
- Liaise with contractors and Consultants on any repair, renovation and Project works as per guidance by Line Manager (Head of Air-Conditioning and M&E).
 - Liaise with other departments to ensure electrical supply and connection are safe to use and installation to comply with school standards.
 - To ensure M&E nominated contractors carry out daily checks on all fire alarms and are fully functional.
 - To attend to any general M&E and emergency breakdown such as power failure due to damaged cables, including interruption to domestic water, air-conditioning, street lighting, etc.
 - To supervise the maintenance of all electrical equipment and High and Low Voltage (HV/LV) distribution systems.
 - To ensure efficient operation and supervision of maintenance of all electrical equipment and lighting.
 - To monitor the level of spare parts required for all electrical equipment and assist in documentation tracking.
 - To Liaise with JIS Storekeeper for record tracking on M&E Spare Parts and Items
 - To keep service records and documents of all mechanical and electrical servicing or repair work accordingly.[Inclusive of timely updating of Work Order IDs & Works Completion]
 - To assist the Head of Air-conditioning and M&E in keeping in place all M&E related documentation, as-built drawings, operation and maintenance manuals. (Both Soft & hard Copies)
 - To be available and on standby 24/7 in case of any M&E emergencies that may arise and ensure nominated M&E contractors attend to at the soonest possible time.
 - To be present during any general event or function either in the evening or weekend (School and Arts Centre).
 - To plan and implement school energy saving practice and be proactive in improvement of maintenance practices.
 - To assist Facilities Officer (Mechanical) when required.
 - To assist the Head of Air-conditioning and M&E with M&E Drawings (using AutoCAD & relevant software) and relevant documentation whenever necessary.

- To assist the Head of Air-conditioning and M&E in relevant documentation preparations & processes involving M&E; (Technical Reports, Bill Of Quantities, Quotation assessment, Record Tracking, etc).
- To assist the Head of Air-conditioning and M&E in monitoring M&E In-House Contractors and technicians to ensure efficient work flow and timely attendance to M&E requests.
- To report and update all M&E related works, items and issues to the Head of Air-conditioning and M&E at least twice weekly. (More urgent matters to be reported immediately or daily)
- To ensure that works carried out by M&E contractor(s) is/are in line with JIS' Health, Safety & Environment (HSE) procedures.
- Other duties as specified from time to time by the Head of Air-Conditioning and M&E, and Head of Operations.

PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Diploma and above in related field 	<ul style="list-style-type: none"> ● Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> ● Prior work experience in similar post ● Proficient ICT user ● Excellent administrative skills ● Good attention to detail ● Proficient in English ● Basic experience in M&E Troubleshooting. 	<ul style="list-style-type: none"> ● Other work experience within an office/admin environment ● Competence in Chinese and Malay languages ● Understanding of safeguarding and child protection policies and practices ● Valid driving licence
Professional Skills	<ul style="list-style-type: none"> ● Well organised and work within deadlines ● Good interpersonal and communication skills ● Form and maintain excellent effective relationships with all in school ● Ability to work independently and a good team player ● Proficient in understanding M&E and Technical Drawings and Documentations ● Basic AutoCad Proficiency. 	<ul style="list-style-type: none"> ● Experience of delivering presentations/ability to speak to groups ● Experience in M&E relevant Maintenance or Construction Projects ● Experience in Leading /Being part of M&E Technical team in troubleshooting problems. ● Experience on M&E drawings on AutoCAD & Technical M&E Reports

Personal Qualities	<ul style="list-style-type: none">● Ability to use initiative● Caring, positive, honest and open● Respect and awareness for confidentiality● Ambitious and willing to learn● Self-motivated and energetic● Dedicated and hard working● Citizen or Permanent Resident of Brunei Darussalam	<ul style="list-style-type: none">● Ability to maintain a professional manner under pressure● Proactive in self-development● Proactive in team discussions & active communication.
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