

## JOB DESCRIPTION

<b>LOCATION</b>	British International School of Kuala Lumpur	
<b>JOB TITLE</b>	<b>Chargeman Cum Facilities Officer</b>	
<b>JOB PURPOSE</b>	As Chargeman cum Facilities Officer, you will carry out the maintenance of electrical installations and systems of the school and assist in works in the Facilities Department.	
<b>REPORTING TO</b>	Facilities Manager	
<b>DIRECT REPORTS</b>	None	
<b>OTHER KEY RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>▪ Head of Operations</li> <li>▪ School SLT and staff</li> </ul>	
<b>PACKAGE</b>	Competitive	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<p><b>Philosophy and values:</b></p> <p><b>We are ambitious for our students, our people and our family of schools. We believe that:</b></p> <ul style="list-style-type: none"> <li>▪ There is no limit to what every person can achieve.</li> <li>▪ Creativity and challenge help us get better every day.</li> <li>▪ Learning should be personalised.</li> <li>▪ Unique global opportunities enhance the learning experience.</li> </ul> <p><b>Promote and adhere to the Company Vision and Values:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li>▪ <b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li>▪ <b>Leadership</b> - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.</li> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation and undertake any other appropriate duties as allocated by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Role-model the 'Be Ambitious' philosophy each day</li> <li>▪ Feedback as a valued member of the team and the wider organisation</li> </ul>	

<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Execute maintenance and determine when and what kind of maintenance is needed.</li> <li>▪ Comply with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.</li> <li>▪ Take part in preventative maintenance checking to allow for the prompt identification of potential hazards and record and report findings as necessary to the Head of Facilities.</li> <li>▪ Take part in inspection of school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and to enable necessary repairs to be identified and reported to the Head of Facilities.</li> <li>▪ Communicate with the Head of Facilities when the maintenance store cupboard is running low of supplies .</li> <li>▪ Respond to immediate safety and/or operational concerns and escalates to Head of Facilities.</li> <li>▪ Take part in and supervises building maintenance, repairs and renovation. Ensures work carried out meets school specifications and requirements.</li> <li>▪ Be available to be on call 24 hours a day, 7 days a week should an emergency arise.</li> <li>▪ Be available to be on site at all times when scheduled works take place outside of office hours.</li> <li>▪ Manage site operations of electrical equipment or systems as specification (LV System) with or without standby generator</li> <li>▪ Plan on tools and equipment needed to perform a job and equipment or systems rectification as per standard requirement</li> <li>▪ Responsible for installation of equipment; machines; wiring or programs to meet specifications</li> <li>▪ Investigate and identify essential information before adjusting actions in relation to others' actions</li> <li>▪ Assist to coordinate the safety of the school for the purpose of minimizing exposure to injury, loss and/or liability.</li> <li>▪ Assist the management in energy savings through equipment operation</li> <li>▪ Assist in the set-up audio and video system for auditorium or meeting rooms when required.</li> <li>▪ Arrange any furniture and/or equipment arrangements for the school including the set up and take down of any events or special occasions.</li> <li>▪ Provide assistance to the service and building maintenance team.</li> <li>▪ Perform any other job related to facilities scope assigned by Line Manager or Head of Operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Essential to maintain full compliance</li> </ul>
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<ul style="list-style-type: none"> <li>Maintain appropriate, complete and up-to-date record of maintenance, inspection and repair works at all times.</li> </ul>	
<p><b>Fire Fighting System</b></p> <ul style="list-style-type: none"> <li>Assist in ensuring that all checklists, fire maps, all clear cards and fire manuals are in place.</li> <li>Responsible for the fire protection system.</li> <li>Responsible for operating, fault troubleshooting and configuring addressable fire alarm systems.</li> <li>Responsible for Checking, testing and rectification on starter panel &amp; equipment on fire protection system.</li> <li>Responsible for Fire Certificate Bomba Inspection.</li> </ul>	<ul style="list-style-type: none"> <li>Essential to maintain full compliance</li> </ul>
<p><b>HVAC System</b></p> <ul style="list-style-type: none"> <li>Supervise daily HVAC work</li> <li>Perform HVAC troubleshooting work</li> <li>Responsible for installation of equipment; machines; wiring or programs to meet specifications</li> </ul>	<ul style="list-style-type: none"> <li>Optimum uptime.</li> <li>Sound working knowledge &amp; skills</li> </ul>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>Promote and embodies <i>The CORE 7 Leadership Capabilities</i>:             <ol style="list-style-type: none"> <li><b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li><b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li><b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li><b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li><b>Enabling</b> – Drives excellence through valuing and developing others</li> <li><b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</li> <li><b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations</li> </ol> </li> <li>Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>Willingness to undertake appropriate child protection training when required</li> </ul>	<ul style="list-style-type: none"> <li>Valued member of the team and organisation</li> </ul>

**PERSON SPECIFICATIONS**

**Qualifications / Training**

Qualified with Competency Certificate in Electrical Chargeman (A4) issued by Suruhanjaya Tenaga

Essential

Minimum of 3 years of experience in Facilities Management preferably from educational institutions or hospitality industry	
<b>Experience / Knowledge/ Skills</b>	
Working knowledge of building system operations and controls.	Essential
Ability to develop good working relationships within a team.	
Promote and develop positive relationships with students, staff, parents and the wider school community.	
An effective communicator to a variety of audiences with verbal and written competency in English and Bahasa Malaysia.	
Ability to work independently under minimum supervision	
Maintain strict confidentiality in relation to all school information and keep safe and secure all information shared with you during the course of your duties.	
Act and communicate in a professional manner that supports the ethos of the school.	
Act as a positive role model for others.	
Create a culture of “what and how”.	
Enable smart working and continuous improvements through effective support and leadership.	
International School Experience.	Desirable
<b>Personal Attributes</b>	
High levels of personal integrity.	Essential
Conscientious and able to focus on completing work to a consistently high standard.	
Flexible and positive approach to work.	
Excellent organisational and time-management skills; high attention to detail.	
Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved.	
Adaptable to working in a fast-paced ever-changing environment.	Essential
Ability to work under pressure and remain calm.	
Proactive and willingness to take on multiple tasks.	
Self-motivated and enthusiastic.	
Ability to work independently.	
Must be a team player, willing to help and be flexible.	
Continually strive for improvement.	

<b>Other</b>
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Hold a current Malaysian Certificate of Good Conduct or equivalent for countries lived in outside of Malaysia.	Essential
Compliance with requirements for working in Malaysia.	
A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required.	

**PHILOSOPHY AND VALUES**

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

**The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation