



JOB DESCRIPTION

JOB DESCRIPTION:	Residency Facilities Technician
REPORTING TO:	Residency Site Coordinator

SUMMARY OF KEY RESPONSIBILITIES

Responsible for the day-to-day tasks associated with Mechanical, Electrical, and Plumbing (MEP) coordination, electrical engineering, plumbing, and building services. Assist with repairs e.g. plumbing, changing light bulbs, unblocking drains, repairing door furniture including the operation of cooling and lighting systems. This is a full-time **(Night)** on-site role for a Mechanical, Electrical, and Plumbing Technician.

MAIN FUNCTIONS

- Plan and implement a Preventive Maintenance Program for all generators within the building.
- Coordinate the documentation of preventive maintenance activities and produce requisite data for management information.
- Ensure optimal availability of all generating services at all times.
- Process requisite approval documents for jobs and ensure conformance with residence's policies.
- Plan and initiate requisition order, monitor the supply of spares and materials for use in equipment maintenance.
- Ensure proper handling of power equipment in the building, and their history records.
- Maintain a database of all power equipment within the building, and their history records.
- Advise the Residency Site Coordinator/ Management on equipment replacement needs within the building.
- Generate defects lists at projects completion; ensuring that defects are rectified and design integrity maintained at no extra cost to the business unit in the building, within the defect's liability period.
- Ensure that all utilities (power services) are operational within the building.
- Monitor power services consumption of the generating set, and analyze usage pattern monthly.
- Advise management on relevant and available technologies to improve power system
- Manage all third-party contracts and relationships within the electrical and generator team
- Function in other capacities as may be determined by management.

Education
<ul style="list-style-type: none">• SSCE

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- Technical building certification for technicians/Mechanical Electrical and Plumbing (MEP) coordination and technical skills

Work Experience

- Experience in electrical, plumbing and building services
- Experience as a technician or technician apprentice

Skills and Competencies

- Excellent problem-solving and communication skills
- Attention to details
- High standards for finished work
- Self- motivated with ability to work to an agreed deadline
- Awareness of the importance of health and safety issues always
- Work may involve weekend and holiday hours during peak seasons.