



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



Estate Officer (Technical)

Responsibilities:

- Follow up the daily operations and defective facilities reported by General Office;
- Perform regular building inspections, and other technical duties as assigned;
- Maintain proper record of all papers and documents of Daily Repair and Maintenance;
- Liaise with other departments/offices/units/teachers/staff and contractors from execution of maintenance/replacement/upgrading works to building fabrics/fittings/fixture and or building services installations/systems;
- Prepare estimation and specifications for daily repair and maintenance;
- Monitor and supervise the progress and quality of works performed/service provided by contractors/service providers;
- Liaise, coordinate and supervise the contractors in repair, maintenance, renovation and improvement works;
- Handle general enquires and complaints regard daily repair and maintenance in Campus;
- Provide necessary support to all events in Campus; and
- Report to Project Manager in monitoring repair, maintenance, renovation and improvement works.

Requirements:

- Diploma or Higher Certificate, preferably in Building Studies or Mechanical Engineering or Building Services Engineering from a recognized university or technical institute;
- At least 5 years' relevant site supervising experience in building maintenance;
- Good interpersonal skills and the ability to work under tight schedules;
- Computer skills, including MS Office applications and AutoCAD is an advantage;
- Holder of registered Electrical Worker License is preferred;
- The appointee may be required to work overtime and to work on Sundays/public holidays when necessary.

Applicants are invited to apply by submitting an application letter together with resume stating current and expected salary by email to recruit@spcc.edu.hk or by post to **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong**. Please mark "Confidential" and clearly indicate the post applied for on the envelope. Candidates will be required to undergo a Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)