

**POSITION: SERVICE AND MAINTENANCE (TECHNICIAN / ASSISTANT ENGINEER / ENGINEER)**

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**JOB DESCRIPTION:**

The role reports directly to the Project Manager, System Sales Division and has responsibility for supporting site electrical equipment's maintenance works, liaising with key vendors/Owners.

**Responsibilities:**

1. Excellent in reading and understanding electrical drawings.
2. To supervise project sites ensuring work adhere to safety regulation, work schedule and progress and quality.
3. To coordinate closely with main contractors, sub-contractors and work progress.
4. Ensure that the relevant information is communicated to direct reports and subcontractors to enable them to effectively carry out their duties.
5. To conduct risk assessment at sites to identify for any potential source of risks and recommend, and take reasonably practicable steps to eliminate the risk.
6. Be responsible for coordination of all site matters.
7. To liaise with customer on technical requirements and detailing including attending site coordination meeting.
8. Oversee quality control and safety matters on the site.
9. Plan the work schedule and efficiently organize the site facilities.
10. To liaise and coordinate with clients, consultants and vendors.
11. Prepare method statement for site works and review all method statement submitted by subcontractors.
12. Record and prepare minutes of meeting.
13. Perform site planning, coordination and inspection relating to the assigned jobs so as to ensure that job completion timeline, requirements and budget are met.
14. To ensure works are in compliance to quality procedures and within standard workmanship requirements.
15. Monitoring project deliverables.
16. Any ad-hoc duties assigned.

**Workplace Skills:**

- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team Player
- Good Time-Management Skills
- Great Interpersonal and communication skills
- Good working attitude, self-motivated and to work independently
- Mature, willing to learn and grow, passionate about achieving a challenging position that allows meaningful contributions to a project's success.

**Qualifications:**

- Degree / Diploma in Electrical Engineering