**Job Title:** Electrician - Building

**Department:** Engineering

**Reports to:** Engineering Supervisor Electrical - Building

**Position Level:** Rank & File (L)

***Position Overview***

An Electrician-Building will be doing operation, repair and maintenance of electrical and electronics equipment to make sure safe and operating smoothly within the set quality standard required to support for best guest experience and quality of property assets. Building covered are villas and beach suites, FB Outlets and kitchen, BOH and offices, stores, spa, water sport, arrival house, pool house etc. Equipment covered: substation, transformer, lighting, fire alarm system, PABX, CCTV, SMATV, AV system, BMS, RCU, solar panel, electrical and electronics, lightening protection, key card system, HVAC, pumps and plumbing etc.

***The Role***

* + - * Use Proper PPE (Personal Protective Equipment) and tools.
			* Always keep own cleanliness, safe and hygiene and do proper hand washing and sanitizing.
			* Follow company P&P (Policy and Procedure) on grooming and uniform usage.
			* Follow P&P of working in certain hazardous condition.
			* Follow certain SOP (Standard Operating Procedure) for a specific job.
			* Make sure maintenance plan is in place and hardcopy attached to the white board.
			* Perform scheduled equipment maintenance, and ensure records are well documented.
			* Perform repair of equipment on site or in the workshop, record and well documented.
			* Make sure infrared thermal imaging inspection and transformer oil are conducted annually.
			* In charge as duty technician in 3 shifts as set by superior. During in charge as duty technician will always be with duty mobile as centre of contact for any maintenance and repair request to engineering.
			* To attend for quick response on the maintenance request and if needed distribute to the related skilled team to attend the request.
			* To coordinate with HK team for attending certain maintenance request in the villas.
			* To make sure the maintenance plans are executed by reminding supervisor, AC technician, kitchen technician, mechanic, and civil team.
			* To coordinate with civil team, HK, FO, FB, and other related department to make sure villa blocking and outlet blocking and ensure maintenance is completed within the set agreed period.
			* To inform supervisor on the need of necessary quick action related to serious issue with facilities affecting guest experience.
			* To attend fire alarm call to be checked in the location and go further based on SOP of fire alarm system.
			* To coordinate AV set up for certain BEO with electrician and other necessary colleagues.
			* To utilize BMS/BAS to operate and watch equipment operation and to attend if any abnormality.
			* To cooperate with HK for getting copy of swimming pool test report to understand if need to take action on any MEP required repair and maintenance.
			* To follow SOP of working in the F&B Outlet and kitchen for food and hygiene control.
			* To do reading of energy and water meter in daily basis and to input into computer system, take necessary action if found any abnormality and report to supervisor.
			* To check regularly if any abnormality on the TV system and take necessary action to the TV location or SMATV room. To regularly adjust the satellite dish direction.
			* To support Security department for any technical issue with CCTV system.
			* To adjust the timer of public area lighting monthly. To conduct a walk-around especially in the evening to see if timer for lighting is correctly set.
			* Describe in detail on spare parts request concerning specification, brand, model and quantity.
			* Perform cleaning and keep cleanliness of working area, workshop and plants rooms.
			* Maintain an inventory for tools, consumable and spare parts used and report to Store Keeper and Supervisor the day the job is completed and at regular intervals set by Supervisor.
			* To keep communicating with the team on follow up and update of the job status on mobile, log book and computer.
			* Do proper handover with colleague at the beginning and finishing of the shift.
			* Attend the trainings and courses arranged by company.
			* Attend daily briefing, weekly meeting, monthly meeting and any other regular meeting set by department and management.
			* Plan with supervisor for leave and day in lieu.
			* Set as part of fire brigade team as part of emergency response team.
			* Involve actively in fire life safety program and sustainability program.
			* To perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School in science or electrical and certified as electrician by authority.
* Attended First Aid, CPR, firefighting training and on the job training of the following: substation, transformer, lighting, fire alarm system, PABX, CCTV, SMATV, AV system, BMS, RCU, solar panel, electrical and electronics, lightening protection, key card system, etc.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as an electrician.
* Experiences of doing maintenance of electrical system, electronic controls, substation, transformer, lighting, fire alarm system, PABX, CCTV, SMATV, AV system, BMS, RCU, solar panel, electrical and electronics, lightening protection, key card system etc.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.
* Familiar with electrical tools.