

**Title : Air conditioning & Facilities Technician**  
**Reports to : Operations & Facilities Manager / Bursar**  
**Department : Central Administration**

### **Responsibilities**

- Conduct inspections and maintenance of air conditioning
- Troubleshoots, performing emergency repairs and undertakes hands on repair works for any related issues
- Make recommendations to replace equipment if expected cost to repair exceeds possible replacement cost.
- Make minor installation decisions
- Make routine adjustments to maximize operational efficiency
- Perform regular cleaning of the equipment
- To perform scheduled preventive maintenance, servicing, testing and repairs of air-conditioning and refrigeration equipment.
- To record data / maintain job worksheet when inspecting systems, such as temperature of equipment, fuel consumption and hours of operation
- Order and maintain parts needed to repair and maintain HVAC Equipment
- Manage relationship with all major vendor accounts
- Work closely with technical team
- Knowledge on inverter type aircond, VRV unit, split unit cassette unit
- Able to install, inspect, test, troubleshoot service blowers and coils
- To check tensions of belts and motors, experience in chemical service and normal maintenance

### **Job Requirements**

- Possess Diploma / Degree in Electrical Engineering
- Minimum 3 years related working experience
- Able to work independently
- Good interpersonal skills, able to work under pressure, multi-tasking, leadership skills, team player
- Willing to work extra hours or beyond the normal working hours
- Able to read electrical schematics and mechanical blueprints
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to organize work and meet deadlines.