



## JOB DESCRIPTION

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| <b>Job Title:</b> Officer- Technical Services   | <b>Department:</b> Administration  |
| <b>Reports to:</b> Head of Operations   | <b>Timings:</b> 10:15 AM to 7:00 PM<br><b>Weekly off:</b> Tuesday and Saturday |
| <p><b>Role:</b> The role of the Estates Officer is to support the <b>Head of Operations</b> in overseeing the maintenance and upkeep of school facilities. This includes civil work, HVAC systems, plumbing, mechanical and electrical repairs, interior works, and both high-side and low-side routine operations, along with scheduled preventive maintenance (SPM). The position involves ensuring all equipment remains in optimal working condition, maximising the efficiency of the FM technical team, and making efforts towards zero breakdowns and energy conservation.</p>   |  |
| <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Conduct daily inspections of all equipment, both high-side and low-side and report findings to the Head of Operations.</li> <li>2. Monitor operational and technical parameters on a daily/weekly basis across the following facilities: <ul style="list-style-type: none"> <li>• STP: Water quality and outlet parameters</li> <li>• Swimming pool: Plant performance, water quality, and temperature</li> <li>• Treated Fresh Air Units: Air quality, filter condition, AHU insulation, CFM levels</li> <li>• Water softener plant: Outlet water quality</li> <li>• DG sets: Routine checks and diesel stock levels</li> <li>• Firefighting system: Hydrant pressure, fire DG readiness, battery status, lubrication of movable parts</li> <li>• Basement fresh air system</li> <li>• Astroturf earthing</li> <li>• Perimeter lighting</li> <li>• Lifts</li> <li>• General lighting operations</li> <li>• Solar plant and geysers</li> <li>• Kitchen equipment</li> <li>• Electrical load and power consumption</li> </ul> </li> <li>3. Prepare the annual maintenance schedule in coordination with the FM technical team and ensure timely execution.</li> <li>4. Conduct periodic checks on smoke detectors, MCPs, fire panels, and the PA system to ensure functionality.</li> <li>5. Assist the Head of Operations in tracking and securing timely renewals and approvals for facilities such as the swimming pool, STP, DG noise compliance, lift NOC, and fire NOC.</li> <li>6. Ensure weekend maintenance tasks are completed effectively by the facility team and relevant vendors.</li> <li>7. Supervise summer maintenance jobs and new infrastructure projects to ensure timely completion.</li> <li>8. Maintain oversight of AMC contracts and ensure timely renewals.</li> <li>9. Coordinate with AMC vendors for prompt resolution of breakdowns and implementation of preventive maintenance.</li> </ol> |  |

10. Promote and implement energy conservation measures across the campus.
11. Support energy auditors during the annual energy audit process.
12. Respond promptly to breakdown requests and escalate issues to the Head of Operations as needed.
13. Ensure 100% uptime of all critical facilities.
14. Provide technical support for the smooth execution of Extended School Programmes.

**Competencies:**

- Making effective decisions
- Delivering at pace
- Understanding & Complying with Statutory Requirements & Standards
- Securing, Maintaining & Developing Relevant Technical Expertise

**Personal Attributes :**

- Efficient and organised.
- Calm and resilient under pressure.
- Motivational and collaborative.

**Qualifications/Experience:**

- Diploma/Degree in Electrical / Mechanical Engineering
- Experience-Minimum 8 years ( Diploma ) / 5 years ( Degree)

**Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*