



Building Maintenance Technician

Reports to: Head (Infrastructure)

Purpose: The Building Maintenance Technician assists the Head (Infrastructure) to achieve our church mission of *"Leading Generations into a Life-changing Relationship with Jesus Christ."* In particular, the Building Maintenance Technician is to:

- Perform preventive maintenance, troubleshooting and servicing to building M&E works including air-conditioning, electrical, sanitary and plumbing system, fire protection system including PA system, CCTV system
- Attend to enquiries, complaints of breakdown, request of repairing and servicing regarding M&E matters
- Perform hands-on work on defects rectification and improvement works including but not limited to painting, electrical, sanitary & plumbing, and others
- Perform daily operations with regards to safety, security, orderliness and general cleanliness of the building
- Supervise contractors to ensure work performance are of acceptable standard and in accordance with work specifications
- Oversee the building maintenance of our buildings in Dunearn Road as well as at Punggol
- Handle administration duties such as calling for quotations and documentations
- Perform other duties that may be assigned from time to time

Skills/Qualifications:

- Minimum qualification: Nitec/Higher Nitec in Built Environment, Facilities Management or Electrical Technology, Diploma in Electrical Engineering is an advantage
- Requirement to work on Sundays, willing to work on shifts, public holidays and weekends when necessary
- Preferably with 1-2 years of experience in Building Maintenance and M&E operations
- Gift of helps – running of errands
- Meticulous
- Ability to work with interruptions
- People-oriented
- Team player
- Enjoys working in a fast-paced environment and thrives under stress
- Ability to prioritise

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Leading Generations into a Life-changing Relationship with Jesus Christ

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