

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

职位描述

TITLE 职位名称: Facility Maintenance Engineer 设备维护工程师

SALARY SCALE 薪资等级: Support Staff Salary Scale 后勤人员薪资等级

CONTRACT DAYS 合同天数: FULL-YEAR 全年

POSITION SUMMARY 职位概述:

SUPERVISED, EVALUATED BY & REPORTS TO:

领导、评估和汇报的对象:

Facilities Director

设施总监

QUALIFICATIONS, DISPOSITIONS AND SKILLS:

资格证书, 处置和技能:

- Bachelor's degree or higher with a degree in HVAC, Mechanical and Electrical, or Facilities Management related field.
本科学历或以上, 具有暖通、机电、或设施管理相关专业的学历
- Minimum of 5 years of experience in facilities maintenance
至少 5 年在设施设备维护和管理方面的工作经验。
- Knowledge of best practices, safety regulations and compliance requirements for facilities and equipment maintenance.
熟悉设施设备维护的最佳实践、安全规程和合规要求。
- Professional ability to recognize faults and do initial troubleshooting.
具有识别故障并做初步排查的专业能力。
- Strong documentation skills with the ability to develop professional operations manuals, standardized procedures and training documents, ensuring that all documentation meets industry standards.
有较强的文档编制能力, 能够编制专业操作手册、标准化流程和培训文档, 确保所有文件符合行业标准。
- Proficiency in the use of intelligent facilities management systems.
熟练使用智能化设施设备管理系统。
- Strong communication and strong logical thinking skills.
有较强的沟通及较强的逻辑思维能力。
- Proficiency in the use of office software like AutoCAD and Microsoft office.
熟练使用 AutoCAD、Microsoft office 等办公软件。
- Management experience in the school sector is preferred but not required.
有学校业态的管理经验的优先, 但不是必须。
- Fluent in both spoken and written English
英语听说读写熟练

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PERFORMANCE RESPONSIBILITIES:

工作职责:

- Develops and implements a preventive maintenance plan for campus facilities and equipment, ensuring that equipment is maintained and inspected at scheduled intervals.
制定并执行校园设施设备的预防性维护计划，确保设备按预定周期进行维护和检查。
- Leads technician team and works with vendors to ensure the safe and efficient operation of facilities and equipment.
领导技工团队，与供应商合作，确保设施设备的安全和高效运行。
- Manage and provide on-site oversight of vendor activities to ensure that all work meets quality standards and meets compliance and operational needs.
管理并现场监督供应商的活动，确保所有工作达到质量标准，并符合合规性和运营需求。
- Responsible for inventory management, including procurement, storage and management of spare parts to ensure availability of critical spare parts.
负责库存管理，包括备品备件的采购、存储和管理工作，确保关键备件的可用性。
- Operate and manage an intelligent facilities and equipment management system to track maintenance activities, spare parts usage and equipment status.
应用和管理智能化设施设备管理系统，以跟踪维护活动、备件使用情况和设备状态。
- Develop and implement emergency plans to respond to facility breakdowns or other emergencies.
制定和执行应急预案，以应对设施故障或其他紧急情况
- Manage the scheduling and performance evaluation of the technician team to ensure efficient operation and professional development of the team.
管理技工团队的日程安排、绩效考核，确保团队的高效运作和专业发展。
- Collaborate with other departments as needed to provide technical support necessary to ensure smooth school operations.
在需要时，与其他部门合作，提供必要的技术支持，以确保学校运营的顺畅。

SAS BELIEVES:

SAS 信念:

- That each employee makes a significant contribution to our success.
每位员工都为我们的成功做出了重大贡献。
- That contributions should not be limited by the assigned responsibilities.
任何贡献不应受到职责束缚。

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

因此，此职位的描述旨在概述主要职责、资格和工作范围，但不将员工或 SAS 仅限于已确定的工作。学校期望每位员工能够随时随地提供服务，以确保我们组织的成功。

How we see the world is how we experience the world

我们如何看待世界就是我们如何体验世界

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is

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grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

我们相信，多样性、公平性和包容性能丰富我们的社区，并创造一种归属感，迫使我们每个人成长。因此，我们致力于社区成长的旅程，其基础是植根于我们的使命和核心价值观的最佳和可持续的做法。我们寻求愿意为这样一个环境作出贡献的人。

Child Safeguarding at SAS

SAS 的儿童保护

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board. 上海美国外籍人员子女学校根据我们的核心价值观和愿景声明，制定了一项儿童保护政策，指导我们的教职员工和家庭处理与在我校就读的儿童的健康、安全和照顾有关的事宜。所有教职员工在接受上海美国外籍人员子女学校的工作时，都同意与学校合作，并遵守学校董事会通过的政策。

With this in mind,
请记住

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
根据我们对儿童保护和保障的各方面的坚定承诺，申请将被彻底和严格地筛选。
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
如果有信息表明申请人不适合继续接受该申请，上海美国外籍人员子女学校保留随时撤销申请人候选资格的权利。
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
如申请人未能提供现任和前任负责人的推荐信，上海美国外籍人员子女学校保留取消其候选资格的权利。
- Hiring is contingent upon successful criminal background checks.
聘用的条件是成功完成刑事背景调查

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.

请申请人尽早提交申请，上海美国外籍人员学校保留随时关闭选拔流程的权利