

TERMS OF REFERENCE

Post: Building Service Engineer

Reporting relationship: Head of Department

Gross Salary: - MVR 21,805.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Advise the Project implementation unit of any technical aspects of building services (mechanical, electrical, and plumbing) required for the social housing projects.
2. Review and approve the services drawings submitted by the contractor. This is not limited to concept design, basic design, detailed design, shop drawings and as-builts drawings.
3. Extensive presence at the site for conducting and overseeing the supervision of all services related works carried out by contractor. Supervision of work should be done as per the drawings, specification, and local regulation. Identify and report the potential problems at site and help to prevent them
4. Manage, monitor, interpret and explain the building services (mechanical, electrical, and plumbing) design and detail documents submitted by the contractor.
5. Formulate the checking procedures required for the evaluation of building services (mechanical, electrical, and plumbing) during the design stage.
6. Review of the employer's requirements and make recommendation to ensure compliance with relevant standards, and regulations.
7. Identify and conceptualize the building services (mechanical, electrical, and plumbing) requirement for social housing projects in Maldives.
8. Ensure that all materials proposed and used are in accordance with the specifications indicated in the contract document
9. Collaborate with the management, contractors, engineers, architects, and key team members of the project team as needed.
10. Attending project meetings held with relevant stakeholders to provide the technical assistance required for mechanical services.

11. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures for the building services (mechanical, electrical, and plumbing) of social housing projects.
12. Assist and advise Project Implementation Unit in preparing and revising project activities and services details and assistance when required by the Government and the relevant funding agency.
13. Assist in the review/evaluation of project reports and documents.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE):

1. Completion of MQA Level 7 Qualification in Building Services Engineering with 3 years of experience in Building Services Engineering
2. Completion of MQA Level 5 Qualification in Building Services Engineering with 5 years of experience in Building Services Engineering

SKILLS AND COMPETENCIES:

1. Experience in strategic planning and risk management.
2. Experience in building services work under housing sector, including high rise buildings.
3. Proficiency in MS project, AutoCAD, Microsoft Office.
4. Highly organized and should be able to multitask.
5. Strong analytical, problem-solving, and conceptual skills.
6. Good interpersonal and communication skills.