

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

### 职位描述

**TITLE 职位名称:** **Facility Operation & Maintenance Engineer**  
设施设备运维工程师

**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:

The Facility Operation & Maintenance Engineer is responsible for developing and implementing preventive maintenance programs for campus facilities and equipment, leading and managing a team of technicians, and overseeing vendor activities to ensure the quality of their work. As well as managing spare parts inventory and intelligent facilities management systems, developing emergency plans to ensure smooth campus operations.

### SUPERVISED, EVALUATED BY & REPORTS TO:

领导、评估和汇报的对象:

Facilities Manager

设施经理

### QUALIFICATIONS, DISPOSITIONS AND SKILLS:

资格证书, 处置和技能:

- Bachelor's degree or higher with a degree in HVAC, mechanical, electrical, automation, Water Supply and Drainage, Engineering Management or facilities management related field. Priority will be given to those holding special operation certificates, such as certificates for electricians, elevator, fire protection, etc.  
本科学历或以上, 具有暖通、机电、自动化、给排水、工程管理或设施管理相关专业的学历, 持有特种作业从业证者优先, 如: 电工、电梯、消防……等相关证书。
- Minimum of 5 years of experience in facilities operation and maintenance  
至少5年在设施设备运维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。
- Excellent on-site emergency response capability. When confronted with unexpected situations, one can efficiently organize efforts to minimize losses and impacts to the greatest extent.  
出色的现场应急处置能力: 面对突发状况, 能高效组织, 最大程度降低损失与影响。
- Fluent in both reading and written English, preference for those skilled in listening and speaking.  
英语读写熟练, 听说能力熟练者优先。
- Familiar with international working environment.  
熟悉国际化的工作环境。
- Strong documentation skills with the ability to develop professional operations manuals, standardized procedures and training documents, ensuring that all documentation meets industry standards.

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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 skills, communicating with various departments within the school, service companies, as well as government facility regulatory authorities (such as market supervision departments, special equipment inspection institutes, etc.).  
良好的沟通能力，能与校内各部门、维保单位以及政府设施监管部门（如市场监管部门、特检所等）进行有效对接与沟通协调。
- strong logical thinking skills, , learning ability and execution ability  
较强的逻辑思维能力、学习力和执行力。
- Cost awareness: Exercise reasonable cost control to strike a balance between economic benefits and practical outcomes.  
成本意识：合理控制成本，平衡经济效益与实际效果。
- 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。

## PERFORMANCE RESPONSIBILITIES:

### 工作职责：

- Develop and implement 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。
- Manage on-line Building Automation (BA) system operation.  
管理楼宇自控系统运行。
- Supervise regular annual inspection work of special equipment such as elevators.  
监督电梯等特种设备的定期年检工作。
- Manage on-line maintenance request system and leads corrective maintenance activities.  
管理在线报修系统并领导维修工作。
- Provide professional guidance and command for the work of various technician teams, especially in the emergency response to sudden facility failures.  
为各技工团队的工作提供专业指导与指挥，尤其针对突发设施故障的应急处置。
- Lead technician team and work 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 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。
- 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。
- Provide technical & managerial support for facility projects such as equipment lifecycle replacement, major repair works, efficiency improvement works, etc.

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为设施项目提供技术和管理支持，如设备换新项目、重要维修项目、效率提升项目等。

- 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 routine patrol inspection plans.  
制定与落实日常巡检计划。
- Develop and refine various daily operation and patrol inspection record forms.  
制定与完善各日常运行、巡检记录表格。
- Regularly collect various records concerning operation, patrol inspection, maintenance, Preventive Maintenance (PM), annual inspection, etc., conduct systematic sorting and filing, and improve the operation and maintenance archiving work.  
定期收集运行、巡检、维修、PM、年检等各类报告记录，进行系统整理与归档，完善运维档案工作
- 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
- 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。
- Must be available for emergency calls.  
能够随时接收应急呼叫和处理突发紧急事件
- Other daily operation and maintenance tasks assigned by the Facility Director and Manager.  
其它的由设施总监和经理安排的日常运维工作。

## 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 contribution 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 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.

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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。