

## **Facilities Maintenance Engineer - 2 positions**

**Notice No: 19-Delhi Property-606**

**Section:** Physical Resources

**Location:** High Commission of Canada, New Delhi

**Level:** LES-08 and LES-07 – Please specify clearly on top of your cover note the level you are applying for – LE07 or LE08 or both LE07 & 08.

**Starting Salary:** LES-08 Rs. 1,405,706/- per annum  
LES-07 Rs. 1,146,164/- per annum

**Additional Benefits:** 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

**Issuance Date: 23 December 2019**

**Closing Date: 14 January 2020**

**Employment:** Indeterminate (Permanent)

**Hours of Work:** 37.5 hours/week

**OPEN TO:**

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are eligible to work in India
- Note: the Public Service of Canada is committed to building a skilled and diverse workforce and promotes employment equity

**ALL APPLICANTS MUST:**

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India

**Mandatory Screening Qualifications:**

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**Education:**

**For both LE-07 and LE-08 Positions**

B. Tech. / B. Eng. or Diploma in Mechanical, Electrical, Mechanical & Automation, Industrial Controls and Instrumentation or Mechatronics engineering from a government recognized institute.

**Language:** Fluency in English and Hindi is essential, including excellent writing and oral communication skills.

**Experience:**

If candidate has Bachelor's degree: Minimum 3 years of recent (within the past 5 years) work experience in the following:

If candidate has Diploma: Minimum 5 years of recent (within the past 7 years) work experience in:

**For both LE-07 and LE-08 Positions**

- Experience managing contracts and implementing projects (including preparing scope of work, technical specifications, cost estimates, Bill of Quantities and Request for Proposals).
- Experience supervising a large team (minimum of eight (8) employees).
- Experience dealing with large Indian and multinational Original Equipment Manufacturer (OEM) and Indian Public Works Departments (NDMC, MCD, etc.).
- Experience conducting technical inspections.
- Experience managing a facility (e.g. hotel, hospital, embassy, residential or commercial compound, etc.).

**For LE-08 Position (in addition to experience criteria common to both levels mentioned above)**

- Experience in planning, developing and implementing a program for operation, maintenance and repair of commercial centralized building services (comprising of the following centralized Mechanical, Electrical and control systems: HVAC system, Diesel Generator, Transformer, HT & LT power switchgear, MCC, UPS, lift, SCADA and PC-based Building Management System (BMS/BAS), etc.).

**LE-07 Position (in addition to experience criteria common to both levels mentioned above)**

- Experience in planning, developing and implementing a program for operation, maintenance and repair of residential building services (comprising of the following residential Mechanical and Electrical systems: VRV/VRF AC unit, split AC unit, Roof top packaged AC units, Diesel Generator, electrical power and water distribution system, lift, etc.).

**Computer Skills:** Proficiency in MS Office suite (including Word, Excel and Outlook) and Internet.

**Mandatory Rated Qualifications:**

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**Knowledge:**

**For both LE-07 and LE-08 Positions**

- Knowledge of building services, and Indian and International codes and standards.
- Knowledge of project management and contracting process.
- Knowledge of budget planning and costing.

**Ability:**

**For both LE-07 and LE-08 Positions**

- Ability to write reports based on technical inspection, evaluation and analysis.
- Ability to analyze technical information and suggest appropriate solution.
- Ability to understand engineering drawings, and develop standard operating procedures (SOPs).
- Ability to identify and initiate project requirement.
- Communications, Interaction and Influence

- Judgment/Decision making
- Managerial/Leadership

**Personal Suitability:**

**For both LE-07 and LE-08 Positions**

- Focus on results
- Professional integrity
- Adaptability
- Client focus
- Initiative
- Stewardship
- Focus on quality and details

**Asset Qualifications**

**LE-08 Position**

- Experience in operation and maintenance of following commercial centralized building mechanical and electrical systems: fire detection and alarm system, fire sprinkler and hydrant system, water treatment, storage and distribution system, swimming pool system, solar hot water system, plumbing system, sanitary and storm drainage system, VFD, voice and data system, lighting control system, office and home appliances, etc.
- Experience managing other commercial building services, such as housekeeping, landscaping, pest control, painting, carpentry, minor civil repair works, etc.
- Experience in operation and maintenance of LEED certified green building/facility.
- Knowledge of emerging sustainable technologies and renewable energy resources.
- Knowledge of air and water quality challenges and emerging mitigation technologies.
- Experience working with Auto CAD.

**LE-07 Position**

- Experience in operation and maintenance of following residential building mechanical and electrical systems: fire alarm system, water treatment, storage and distribution system, decorative fountain, solar hot water system, plumbing system, sanitary and storm drainage system, voice and data system, home appliances, etc.
- Experience managing other residential building services, such as housekeeping, landscaping, pest control, painting, carpentry, minor civil repair works, etc.
- Knowledge of air and water quality challenges and emerging mitigation technologies.
- Experience working with Auto CAD.

**Operational Requirements**

- Willingness and ability to work overtime and travel within India.
- Medically fit to work in harsh outdoor and indoor working environment (e.g. building rooftop, basement, hot, dusty and noisy equipment rooms), albeit proper equipment being provided.



## **Job Resume:**

### **Summary**

#### **LE-08 Position**

Under the direction of the General Services Manager, plans, develops and delivers a program for operation, maintenance and repair of commercial building electrical & mechanical systems including microprocessor based control systems (Supervisory Control And Data Acquisition System or Building Management System), horticulture, housekeeping, pest control, painting, carpentry & civil works, appliances and fuel supply in the Chancery and on-compound SQs in Delhi and satellite missions. Recommends, plans, develops and delivers upgrading and replacing of commercial building electrical & mechanical systems and appliances. Plans, develops and delivers annual maintenance contracts, and consulting / construction contracts for retrofit projects. Approves works completed in the Chancery and the on-compound SQs. Contributes to an effective & properly administered work force. Supervises and co-ordinates works of subordinates and administer technical services. Identifies and recommends procurement of spare parts for commercial electrical & mechanical systems and appliances. Analyses costs for purchase, operation, maintenance and repair for preparation of the mission budget. Conducts technical evaluations and writes reports. Maintains operation & maintenance manuals, as-built drawings and maintenance log sheets. Replaces General Services Manager in his absence and performs other related duties.

#### **LE-07 Position**

Under the direction of the General Services Manager plans, develops and delivers a program for maintenance and repair of residential building electrical and mechanical systems including painting, carpentry & civil works, pest control, horticulture, home appliances and fuel supply at the Official Residence and the off-compound SQs in Delhi and satellite missions. Plans, develops and delivers upgrading or replacing of residential building electrical and mechanical systems and home appliances. Plans, develops and delivers annual maintenance contracts and construction contracts for retrofit projects. Approves works completed at the Official Residence and the off-compound SQs. Contributes to an effective and properly administered work force. Supervises and co-ordinates works of subordinates and administer technical services. Identifies and recommends procurement of spare parts for residential electrical and mechanical systems and home appliances. Analyzes costs for purchase, maintenance and repair for preparation of the mission budget. Conducts technical evaluations and writes reports. Maintains operation & maintenance manuals, property records and maintenance log sheets. Maintains contacts with local real estate companies for locating new SQs for lease. Performs other related duties.

## **Selection Procedure:**

All applications will be carefully reviewed against the mandatory and desired requirements of the job. **Please submit a cover note with your candidature, clearly indicating how you meet the screening requirements. Failure to do so will result in the rejection of your application.** Please specify clearly on top of your cover note the level you are applying for – LE07 or LE08 or both LE07 & 08.

Candidates screened in will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, New Delhi which may arise in the twelve (12) months following the completion of this competition.

**\*\*Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.\*\***

## **Conditions of Employment (MUST BE MET):**

The appointment of the successful candidate will be subject to a Reliability Check (RC) obtained by the Management. To conduct the Reliability Check (RC), the candidate will have to submit the following documents on being selected by the mission.

- **Police clearance certificate (Character Certificate)**
- **Letter of recognition from your bank stating your name, years of client service and your address**
- **Professional and educational certificates and mark sheets (i.e., academic transcripts)**