

Maintenance Engineer (Off-Compound)

Notice No: 21-DELHI/Property - 626

Section: Physical Resources

Location: High Commission of Canada, New Delhi

Level: LES 07

Salary: INR 1,172,526 per annum (non negotiable)

Issuance Date: February 10, 2021

Closing Date: February 24, 2021

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
- Spouses/Dependants of Canada-based staff

APPLICANT MUST:

- Meet all of the essential requirements stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

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

Experience: If candidate has

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

Diploma : Minimum 5 years of recent (within the past 7 years) work experience in the following areas:

- 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 maintenance team (minimum of eight (8) employees).
- Experience dealing with large Indian and multinational Original Equipment Manufacturer (OEM) and Indian Public Works Departments (NDMC, MCD, LDO, etc.).

- Experience conducting technical inspections and preparing reports.
- Direct hands on experience of managing maintenance of a facility (e.g. hotel, hospital, embassy, residential complex or commercial office compound, etc.).
- Experience in planning, developing and implementing a program for operation, maintenance and repair of residential building services (comprising following residential Mechanical and Electrical systems): VRV/VRF AC unit, split AC unit, Roof top packaged AC units, Diesel Generator, Transformer, HT & LT power switchgear, Electrical Power and Water distribution system, Elevator, etc.).

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

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

Mandatory Rated Qualifications:

Knowledge:

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

Abilities:

- 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:

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

Asset Qualifications:

- Experience in operation and maintenance of following residential building mechanical and electrical systems: fire alarm system, water 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: 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 horticulture, housekeeping, pest control, painting, carpentry & civil works, home appliances and fuel supply in 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 consulting and/or 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. Replaces General Services Manager in his absence. 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.**

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.

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