

Maintenance Engineer (On-Compound)

Notice No: 21-DELHI/Property - 627

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 commercial centralized building services (comprising centralized Mechanical, Electrical and Control systems) : HVAC system, Water Storage and Distribution system, Fire Detection, Alarm and Suppression system, Hot Water system, Diesel Generator, Diesel Storage and Handling, Transformer, HT & LT power switchgear, MCC, UPS, Electrical Power distribution system, Elevator, SCADA and PC-based Building Management System (BMS/BAS), 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 commercial centralized building mechanical and electrical systems: fire sprinkler and hydrant system, water treatment 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.

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 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, home 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 home appliances. Plans, develops and delivers annual maintenance contracts, and consulting and/or 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 home 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.

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)