



## JOB DESCRIPTION

<b>Job Title:</b>	Mechanical & Electrical Manager
<b>School/Department:</b>	Estate Department
<b>Job Family and Level:</b>	Level 5
<b>Contract Status:</b>	Permanent
<b>Location:</b>	University of Nottingham Malaysia
<b>Reporting To:</b>	Head of Estate
<b>Job Overview:</b>	<p>The M&amp;E Manager is responsible for overseeing the operation, maintenance, and improvement of all mechanical and electrical systems on campus, including the 11kV electrical distribution system. The individual will ensure that all M&amp;E systems operate safely, efficiently, and in compliance with relevant regulations, while maintaining the campus's operational readiness. The role also involves leading and managing projects, including upgrading, refurbishment, renovation, and fit-out of campus M&amp;E infrastructure.</p> <p>Additionally, support the sustainability initiatives aimed at reducing energy consumption, improving efficiency, and implementing environmentally friendly solutions such as solar power, water conservation, and energy saving programs. The M&amp;E Manager will ensure effective execution of these projects, aligned with the campus's operational and sustainability goals.</p>

### Generic Roles:

No.	Description
1.	<b>Team Leadership &amp; Supervision:</b> <ul style="list-style-type: none"><li>Lead, manage, and supervise a team of M&amp;E technicians, and contractors to ensure high-quality service delivery and adherence to safety standards.</li><li>Implement and monitor KPIs for all staff including turnaround times, quality metrics, checklists and escalation processes.</li><li>Provide guidance, mentorship, and training to staff to keep them updated on the latest industry best practices and technologies.</li><li>Conduct performance reviews, set goals, and ensure continuous improvement among team members.</li></ul>
2.	<b>Compliance &amp; Documentation:</b> <ul style="list-style-type: none"><li>Ensure that all mechanical, electrical, and sustainability projects are compliant with local safety, environmental, and regulatory requirements.</li><li>Maintain detailed documentation of inspections, maintenance work, certifications, and compliance reports for M&amp;E systems, sustainability projects, and energy-saving initiatives.</li><li>Manage and maintain M&amp;E asset database.</li></ul>

3.	<p><b>Budgeting &amp; Resource Management:</b></p> <ul style="list-style-type: none"> <li>Assist in preparing and managing budgets for M&amp;E maintenance, CAPEX projects, and energy saving initiatives.</li> <li>Provide expert advice on five-year asset end-of-life replacement plan integrated with budget.</li> <li>Monitor resources, spare parts, and materials for ongoing maintenance and sustainability projects to ensure cost efficiency and availability.</li> </ul>
4.	<p><b>Planned Preventive Maintenance (PPM):</b></p> <ul style="list-style-type: none"> <li>Develop and implement a comprehensive Preventive Maintenance (PPM) plan for all M&amp;E systems across the campus to minimize downtime and extend equipment lifespan.</li> <li>Schedule regular PPM tasks, ensuring all equipment and systems are serviced on time, with a high standard of quality, and in accordance with manufacturer guidelines and safety standards.</li> <li>Regularly review and update the PPM schedule to adapt to any changes in campus needs or operational conditions.</li> </ul>
5.	<p><b>MaintainX Work Orders Monitoring &amp; SLAs:</b></p> <ul style="list-style-type: none"> <li>Oversee and monitor all work orders generated in the <b>MaintainX</b> system, ensuring timely execution of maintenance tasks.</li> <li>Develop and monitor service level agreements (SLAs) for serviced provided by both internal team and external vendors.</li> <li>Ensure work orders are accurately assigned to the appropriate team members, with clear instructions and deadlines.</li> <li>Track the progress of work orders, ensuring that tasks are completed within the agreed timeframe and according to service level agreements (SLAs).</li> <li>Review and analyse completed work orders for accuracy, quality, and cost effectiveness, providing feedback and recommendations for process improvements.</li> <li>Generate reports from the <b>MaintainX</b> system to track key metrics, identify recurring issues, and improve the maintenance workflow.</li> </ul>
6.	<p><b>Reporting &amp; Performance Monitoring:</b></p> <ul style="list-style-type: none"> <li>Prepare and present regular reports on system performance, energy consumption, cost savings, sustainability goals, and project progress to management.</li> <li>Track and monitor key performance indicators (KPIs) related to energy usage, water conservation, cost efficiency, and sustainability efforts.</li> </ul>

**Specific Roles:**

No.	Main Responsibilities
1.	<p><b>M&amp;E System Management:</b></p> <ul style="list-style-type: none"> <li>Oversee the daily operation of all mechanical and electrical systems, including HVAC, HT and LV electrical systems, vertical transportations, fire systems, sewerage treatment plant, etc., ensuring they operate efficiently and with minimal downtime.</li> <li>Develop and implement preventive maintenance schedules for M&amp;E systems to minimize system failures.</li> <li>Troubleshoot and resolve issues in mechanical and electrical systems promptly and efficiently.</li> <li>Supervise the maintenance and operation of the campus's 11kV electrical distribution system, ensuring all electrical switchgear, transformers, and related equipment are maintained and inspected as per safety standards.</li> </ul>
2.	<p><b>11kV Electrical System Management:</b></p> <ul style="list-style-type: none"> <li>Operate, maintain, and monitor the campus's 11kV electrical system, ensuring safe, reliable, and efficient operation under the Electrical Act and Regulation (Energy Commission).</li> <li>Conduct regular inspections, preventive maintenance, and testing of all 11kV electrical systems.</li> <li>Respond to electrical faults and emergencies, providing quick resolution to minimize campus disruption.</li> </ul>

	<ul style="list-style-type: none"> <li>Manage and oversee electrical shutdowns, ensuring safety measures and minimal operational interruptions.</li> </ul>
3.	<p><b>Sustainability Projects &amp; Energy Saving Initiatives:</b></p> <ul style="list-style-type: none"> <li>Support the sustainability projects focused on energy efficiency, reducing the campus's carbon footprint, and implementing green technologies.</li> <li>Implement energy saving initiatives such as the adoption of LED lighting, energy efficient HVAC systems, and insulation improvements across campus buildings.</li> <li>Conduct energy audits, analyse usage patterns, and implement corrective actions to reduce energy consumption.</li> <li>Oversee the installation and maintenance of solar panels, ensuring their integration with the campus's energy systems and maximizing energy generation.</li> <li>Develop strategies and manage energy saving programs aimed at optimizing lighting, HVAC systems, and reducing overall energy costs.</li> <li>Monitor and reduce water consumption, identifying opportunities to improve efficiency and conserve resources.</li> </ul>
4.	<p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>Oversee and ensure the design, installation, and implementation of M&amp;E infrastructure comply with statutory regulations and meet campus specific requirements and standards.</li> <li>Coordinate with external consultants, contractors, and vendors to ensure projects are completed on time, within budget, and meet the strategic plan objectives.</li> <li>Ensure that sustainability projects align with campus goals and regulatory requirements.</li> </ul>

**Job Requirements:**

Specification	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>Bachelor's Degree or Diploma in Mechanical or Electrical, or a related field or minimum 8 years' experience in a similar role.</li> <li>Certification as a <b>11kV BO Chargeman</b> (mandatory).</li> </ul>	<ul style="list-style-type: none"> <li>Professional Energy Manager.</li> <li>Qualified Professional Engineer.</li> </ul>
Working Experience	<ul style="list-style-type: none"> <li>Minimum 5 years of experience in managing mechanical and electrical systems, with at least 2 years in a supervisory role.</li> <li>Experience with 11kV electrical systems is essential.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in managing sustainability projects, including energy saving initiatives, solar power systems, and water conservation programs.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Be a professional leader and able to work at a senior level in a team.</li> <li>Leadership skills with experience in managing teams and contractors.</li> <li>In-depth understanding of mechanical and electrical systems, including 11kV systems, HVAC, fire systems, and plumbing.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of energy efficient technologies, including renewable energy solutions such as solar panels, energy efficient lighting, HVAC systems, and building insulation.</li> <li>Experience in conducting energy audits, implementing energy saving measures, and managing sustainability projects.</li> <li>Knowledge of water conservation techniques and waste management practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong project management skills, including the ability to lead sustainability initiatives from conception to implementation.</li> <li>• Proficiency in using <b>MaintainX</b> or similar CMMS software for work order management, tracking SLAs, and reporting.</li> </ul>	
Character Attributes	<ul style="list-style-type: none"> <li>• Energetic team player and positive working attitudes with highly developed sense of responsibility.</li> <li>• Proactive, problem solver, capable of identifying issues and providing practical solutions.</li> <li>• Ability to communicate effectively at all levels in a clear and concise manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Passionate about environmental sustainability and energy efficiency.</li> <li>• Familiarity with green building certification systems (e.g. LEED, GBI, MyCREST, GreenRE, ISO 50001) is advantageous.</li> </ul>
Working Conditions	<ul style="list-style-type: none"> <li>• Full-time position.</li> <li>• Availability for emergency response outside of regular working hours (evenings, weekends, or holidays).</li> <li>• Ability to work in various environmental conditions (indoors/outdoors, confined spaces, heights, etc.).</li> </ul>	