JOB DESCRIPTION

Job Title:	Mechanical & Electrical Executive
School/Department:	Estate Department
Job Family and Level:	Level 03 (Executive)
Contract Status:	Permanent
Location	University Of Nottingham Malysia
Reporting To:	Manager Mechanical & Electrical
Job Overview:	The Mechanical & Electrical (M&E) Executive supports the M&E Manager within the Project and Fit-Out team in coordinating day-to-day capital expenditure (CAPEX) and operational expenditure (OPEX) projects, maintenance activities, and the effective management of operational records for campus M&E services. The role is responsible for monitoring project works and maintenance activities, coordinating and arranging contractor attendance, conducting routine site inspections, maintaining accurate technical and statutory documentation, and preparing operational, and maintenance reports. The Executive follows up agreed actions with technical teams and service providers and escalates matters requiring technical approval, manpower decisions, budget approval or major corrective action to the M&E Manager. The position plays an important role in ensuring that M&E systems, facilities, projects, and maintenance activities are delivered safely, efficiently, and in accordance with approved standards, statutory requirements, operational procedures, and project timelines.

Generic Roles:

No.	Description
1.	**Project Management and Routine Maintenance** a) Manage assigned M&E projects and monitor progress, quality, cost and timelines. b) Conduct site assessments and assist in developing technical proposals, scope of works and specifications. c) Coordinate with contractors, consultants and relevant departments to ensure smooth project and maintenance works. d) Identify and propose improvement initiatives to improve system reliability and reduce equipment failures. e) Work closely with the M&E team to provide technical support and follow up on outstanding issues. f) Conduct initial assessments of equipment failures, support Root Cause Analysis (RCA), and recommend corrective and preventive actions.
2.	**Contractor and Service Provider Coordination** a) Coordinate contractor attendance, site access, work schedules and service appointments. b) Ensure required permits, licences, insurance and relevant contractor documents are available. c) Monitor contractor performance, work progress and compliance with the agreed scope and schedule. d) Verify completed works and supporting documents before submission for payment processing. e) Follow up on outstanding works, defects and corrective actions. f) Escalate technical, contractual or commercial issues to the M&E Manager and Head of Department.
3.	**Technical Documentation and Compliance** a) Maintain M&E drawings, specifications, SOPs, maintenance records, certificates and other technical documents. b) Ensure technical and statutory documents are complete, current and properly filed. c) Track statutory inspections, certificates and compliance requirements. d) Assist with internal and external audits and statutory inspections. e) Follow up on corrective actions arising from inspections, audits and compliance reviews.

4.	**Site Inspection and Follow-Up** a) Conduct routine inspections of buildings, plant rooms, M&E systems and project work areas. b) Identify and record defects, safety concerns and maintenance issues. c) Follow up with technical teams and contractors on rectification works. d) Verify completed rectification works and maintain inspection records. e) Escalate significant defects, safety concerns or recurring issues to the M&E Manager and Head of Department.
5.	**Reporting and Management Support** a) Prepare project, maintenance, compliance and contractor performance reports. b) Maintain trackers for project progress, defects, corrective actions and statutory requirements. c) Follow up on agreed actions and ensure timely completion. d) Provide relevant technical and operational information to support management decisions. e) Escalate matters requiring technical approval, manpower, budget or major corrective action to the M&E Manager and Head of Department. f) Perform other M&E-related duties as assigned by the M&E Manager and Head of Department.

Specific Roles:

No.	Description
1.	**Project Management and Technical Support** a) Assist the M&E Manager in planning and coordinating CAPEX, OPEX, fit-out and minor works projects. b) Conduct site assessments and assist in developing technical proposals, scope of works and specifications. c) Prepare Bills of Quantities (BQ), cost estimates and supporting documents for project works. d) Monitor project progress, workmanship, quality, costs and agreed timelines. e) Coordinate with contractors, consultants and relevant departments to ensure smooth project execution. f) Assist with testing, commissioning, defect rectification and project handover. g) Escalate project issues, delays, cost variations and matters requiring management approval to the M&E Manager and Head of Department.
2.	**Assigned Area Inspection** a) Carry out routine inspections within assigned facilities and operational areas. b) Identify and record defects and raise or update maintenance requests as required. c) Follow up on rectification works and maintain relevant inspection records. d) Maintain basic knowledge of critical M&E assets within the assigned areas and report any abnormal conditions.
3.	**Technical Team and Contractor Liaison** a) Communicate approved work priorities and schedules to the relevant teams and contractors. b) Collect progress updates, service reports and completion records. c) Coordinate routine site matters and refer technical decisions or disputes to the M&E Manager. d) Support toolbox briefings, coordination meetings and follow-up actions when requested.
4.	**On-Call Duty and Emergency Support** a) Participate in on-call duty and support breakdown or emergency response activities as required. b) Liaise with the relevant technical teams and contractors and promptly escalate critical issues. c) Ensure proper operational handover and record the actions taken and outstanding follow-up work. d) Support incident investigations and business continuity activities when required.
5.	**Administration and Reporting** a) Maintain project and maintenance records, including drawings, warranties, manuals, reports and handover documents. b) Prepare routine status reports, trackers, meeting minutes and basic KPI summaries. c) Assist with RFQ, purchase-request, service and payment-supporting documentation. d) Track assigned actions and follow up with responsible parties to meet agreed deadlines. e) Identify recurring issues and suggest practical improvements to the M&E Manager and Head of Department.

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	1. Diploma in Electrical Engineering, Mechanical Engineering, Building Services Engineering, Facilities Management or a related technical discipline. 2. Good knowledge and understanding of project management principles and practices. 3. Basic knowledge of building M&E systems, maintenance practices and workplace safety requirements.	1. Degree in Electrical Engineering, Mechanical Engineering, Building Services Engineering or a related discipline. 2. Relevant technical certification or additional training in facilities management, occupational safety or building services.
Working Experience	1. Minimum 2 to 3 years of relevant experience in facilities management, building maintenance, property operations or engineering support, including coordination with service providers or contractors. 2. Experience maintaining operational records, trackers, service reports or technical documentation. 3. Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.	1. Experience in a campus, commercial, industrial or large-building environment. 2. Experience using a computerized maintenance management or service-desk system such as Freshservice.
Knowledge and Skills	1. Basic understanding of electrical and mechanical building services and their maintenance requirements. 2. Ability to read basic engineering drawings, equipment manuals, service reports and maintenance records. 3. Good planning, organisation, follow-up and record-keeping skills. 4. Ability to prepare clear reports, trackers and correspondence and communicate with technical and non-technical stakeholders. 5. Sound safety awareness and judgement to escalate matters beyond the role's authority or competence.	1. Familiarity with Building Management Systems, maintenance monitoring systems or automation platforms. 2. Basic knowledge of LV distribution systems, generators, UPS systems, air-conditioning systems or pumps. 3. Familiarity with statutory records, Power BI, data visualization or energy-monitoring tools.
Character Attributes	1. Organised, accurate and responsible in maintaining records and following up actions. 2. Able to work cooperatively with technical teams, contractors, users and other departments. 3. Proactive in identifying issues, seeking guidance and meeting agreed deadlines. 4. Strong safety awareness and willingness to learn.	1. Service-oriented approach and interest in process improvement, energy efficiency and sustainable operations.
Working Conditions	1. Full-time, site-based position involving both office and field duties. 2. Required to conduct inspections in buildings, plant rooms and other operational areas across the campus. 3. May support emergency response or on-call arrangements outside normal working hours when assigned. 4. Must comply with all safety procedures and use the required PPE during site activities.	