

JOB DESCRIPTION

Job Title:	Shift Technician (Electrical)
School/Department:	Estate Department
Job Family and Level:	Non-Executive
Work Pattern	Rotational Shift (Shift A, B, C, AB, BC) • 07:00 AM – 03:00 PM (Shift A) • 03:00 PM – 11:00 PM (Shift B) • 11:00 PM – 07:00 AM (Shift C) • 07:00 AM – 07:00 PM (Shift AB) • 07:00 PM – 07:00 AM (Shift BC)
Contract Status:	Permanent
Location	University Of Nottingham Malaysia Semenyih, Selangor
Reporting To:	Executive / Team Leader
Job Overview:	The Shift Technician supports the execution of operational monitoring, inspection, and general maintenance of campus building services systems during assigned rotational shifts (Shift A, B, and C). The role ensures that all routine checks, incident responses, and reporting activities are carried out in accordance with the M&E Estate Shift Monitoring & Response guidelines, maintaining safety, system reliability, and service continuity.

Generic Roles:

No.	Description
1.	Shift-Based Operations (Core Requirement) Electrical Shift Technician shall perform duties based on assigned shift: Shift A (Morning – Activation & Coordination) • Perform shift handover review and briefing • Conduct routine inspections and system checks • Execute assigned maintenance tasks and PPM support • Respond to incidents and complaints during office hours • Assist Executive / Team Leader in operational coordination Shift B (Afternoon/Evening – Monitoring & Stability) • Continue system monitoring and inspection activities • Review MaintainX reports and incoming work requests • Follow up on outstanding issues from Shift A • Monitor lighting, common areas, and facility conditions • Respond to operational incidents during peak usage hours Shift C (Night – Surveillance & Emergency Readiness) • Conduct overnight monitoring of critical systems • Respond to alarms, incidents, and emergency situations • Perform inspection rounds of plant rooms and infrastructure • Review overnight MaintainX reports • Prepare and submit Daily Shift Report before handover



2.	A. Inspection & Monitoring Activities • Carry out routine inspection rounds across campus systems: - electrical panels - HVAC systems - pumps and water systems - fire protection systems • Record readings and observations accurately • Identify abnormal conditions and report immediately B. Incident Response & Support • Attend to complaints, alarms, and technical issues • Perform basic first-line response within competency • Assist in stabilising issues before escalation • Determine severity and report to Executive / Team Leader C. Escalation Support • Inform Executive / Team Leader for: ○ Level 2 (Medium) incidents ○ Level 3 (High) incidents • Assist in escalation process when required • Follow instructions during escalation stages D. MaintainX & Reporting • Update assigned work orders in MaintainX • Record: ○ findings ○ actions taken ○ photos and readings • Maintain Daily Shift Report and inspection records E. Safety & Compliance • Follow PPE and safety procedures at all times • Comply with LOTO and safety requirements • Report hazards immediately • Perform tasks only within authorised competency F. Operational Support • Support PPM activities and vendor works • Assist technicians, contractors, and supervisors • Participate in shift handover and briefing • Maintain readiness for emergency response
3.	Key Accountabilities • Completion of assigned shift duties in accordance with SOP • Accurate inspection and reporting • Timely reporting of abnormal conditions • Compliance with safety and operational procedures • Effective support of shift operations

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	1. Certificate or Diploma in Electrical, Building Services, or related technical field 2. Basic knowledge of Low Voltage (LV) electrical systems and building services 3. Good understanding of electrical safety requirements and regulations (e.g., Suruhanjaya Tenaga guidelines)	1. Additional technical certification in electrical or building services 2. Wireman (PW) certification recognised by Suruhanjaya Tenaga 3. Basic knowledge of HVAC, plumbing, or fire protection systems
Working Experience	1. 1–3 years of experience in maintenance, facilities, or technical support 2. Good experience in electrical or mechanical troubleshooting and repair 3. Experience carrying out inspection rounds and routine maintenance tasks	1. Experience working in campus, commercial, or industrial facilities 2. Exposure to maintenance systems (e.g., MaintainX or similar CMMS) 3. Experience supporting contractors or vendor works
Knowledge and Skills	1. Basic ability to read electrical diagrams or technical drawings 2. Basic knowledge of: - electrical panels and DB - HVAC systems - pumps and water systems - fire protection systems 3. Ability to carry out inspection, identify abnormalities, and report findings 4. Ability to follow SOP, instructions, and safety procedures 5. Basic reporting and documentation skills	1. Familiarity with Building Management Systems (BMS) or monitoring systems 2. Basic understanding of preventive maintenance practices 3. Ability to use basic testing tools (multimeter, clamp meter, etc.)
Character Attributes	1. Responsible and safety-conscious 2. Willingness to learn and follow instructions 3. Good teamwork and cooperation 4. Ability to work independently during assigned shift 5. Basic communication skills	1. Multi-skilled (basic knowledge in electrical, plumbing, or fire systems) 2. Proactive attitude in identifying and reporting issues 3. Ability to support team during emergency situations
Working Conditions	1. Full-time shift-based role (Shift A, B, C rotation) 2. Ability to work evenings, weekends, and public holidays 3. Able to work in plant rooms, confined spaces, and outdoor environments 4. Physically fit to perform inspection and maintenance tasks	1. Willingness to participate in on-call duty rotation 2. Ability to respond to emergency situations when required