

JOB DESCRIPTION

Job Title:	Executive - Electrical
School/Department:	Estate Department
Job Family and Level:	Level 03 (Executive)
Contract Status:	Permanent
Location	University Of Nottingham Malaysia
Reporting To:	Manager Mechanical & Electrical
Job Overview:	An Executive, Electrical oversees and coordinates all technical operations during assigned shifts to ensure equipment, machinery, and facility systems operate safely, efficiently, and in accordance with established operational procedures. The role includes supervising shift technicians, coordinating daily inspection activities, monitoring work order execution through the maintenance management system, ensuring compliance requirements are met, and acting as the operational link between technicians, vendors, supervisors, and management during each shift.

Generic Roles:

No.	Description
1.	Routine Maintenance: a) Conduct scheduled preventive maintenance to ensure optimal system performance and reduce unexpected breakdowns b) Improve system reliability and reduce failures through proactive Planned Preventive Maintenance (PPM) carried out by vendors and Shift Technicians. c) Ensure Shift Technicians perform daily inspections of all M&E rooms and complete checklists accurately in accordance with the approved SOP and reporting requirements. d) Lead daily shift briefings, review previous shift reports, assign tasks, support technicians, and follow up on outstanding vendor or maintenance activities. e) Ensure all vendors apply for the required work permits before starting any work on site. f) Manage and monitor inventory of critical spare parts and consumables to ensure maintenance readiness and avoid operational delays. g) Monitor utility consumption (water, electricity) and equipment performance during inspections to identify abnormalities that may indicate inefficiencies, leaks, or system deterioration. h) Lead the initial assessment and support Root Cause Analysis (RCA) for unexpected equipment failures during the shift and recommend preventive actions.
2.	System Diagnostics: a) Perform or coordinate technical troubleshooting using specialized tools to verify equipment condition and identify faults. b) Perform routine testing of the Fire Alarm Control Panel (FACP), smoke/heat detectors, and ensure fire pump systems (jockey, Duty pump and standby pumps) are in optimal working condition c) Utility & Leak Diagnostics: Use flow meters and pressure gauges to identify water leakages or abnormal consumption in campus plumbing networks to prevent secondary damage. d) Power Quality & Backup Systems: Regularly test UPS systems and Standby Generators (including battery health and fuel levels) to ensure the campus remains operational during power outages
3.	Repairs and Replacements: a) Identify Faulty Components: Accurately determine which components (e.g., compressors, motors, capacitors, fans, coils, valves) are malfunctioning or damaged through proper diagnostic procedures. b) Conduct mechanical and electrical repairs in compliance with safety standards, ensuring minimal disruption to system operation. c) Remove and replace damaged or outdated components using manufacturer-approved parts and industry-standard procedures.

	d) Verify that all repaired or replaced parts function correctly by testing the system under normal operating conditions. e) Follow local regulations and manufacturer guidelines during repairs, especially when handling refrigerants or electrical systems f) Ensure all repair activities are recorded in service logs, shift reports, or the maintenance management system for traceability and audit purposes.
4.	Documentation & Reporting: a) Record shift logs, downtime reports, maintenance activities, inspection results, and equipment status accurately. b) Prepare incident or technical reports and escalate major issues to Estate management following escalation procedures. c) Review vendor service reports, verify completed work, and coordinate follow-up actions for outstanding findings.
5.	User Interaction: a) Coordinate response to user-reported issues or complaints related to M&E systems during the assigned shift. b) Clearly explain the root cause of the issue and describe the repair or maintenance actions taken in simple. c) Educate users on basic operations and advice what the next actions d) Analyze breakdown incidents and prepare reports with recommendations for management review.
6.	MaintainX Work Orders Monitoring: a) Monitor incoming work orders in the maintenance management system and assign tasks to technicians based on urgency, system criticality, and operational priorities. b) Follow up with technicians to ensure assigned tasks are completed within SLA timelines. c) Collect job information, including photos, readings, and reports from technicians, and update the system for documentation and audit purposes. d) Notify the M&E Manager or Supervisor if tasks cannot be completed within SLA due to technical or resource constraints. e) Verify issue resolution and functionality before closing work orders in the system.

Specific Roles:

No.	Description
1.	Operational Responsibilities a) Lead, coach, and supervise shift technicians to ensure efficient execution of maintenance and operational activities during assigned shifts. b) Assign and coordinate tasks based on operational priorities, manpower availability, and technician competency. Monitor and track technician performance and job progress. c) Monitor technician performance, job progress, and completion status to ensure timely service delivery. Manage preventive maintenance schedules and track equipment history. d) Coordinate response to breakdowns, emergencies, and complaints to minimize downtime and operational disruption. e) Plan and monitor preventive maintenance activities during the shift and ensure that accurate equipment history records are maintained. f) Provide advanced troubleshooting support for campus M&E systems when required. g) Coordinate communication between university stakeholders, vendors, and maintenance teams during shift operations. h) Supervise outsourced vendor works and ensure compliance with safety procedures, technical requirements, and permit conditions. i) Prepare and verify shift reports, incident documentation, and operational records accurately and promptly. j) Ensure compliance with safety regulations, SOPs, and operational standards at all times. k) Provide technical recommendations for system improvements or preventive measures. l) Identify potential hazards and implement corrective or preventive actions.
2	Shift Operations & Handover Responsibility a) Ensure proper shift handover between outgoing and incoming teams, including briefing on ongoing issues, risks, outstanding tasks, and system status. b) Act as the shift focal point during incidents or emergencies until higher management assumes control.



	c) Coordinate manpower mobilization and emergency response during critical equipment failures or safety incidents. d) Ensure compliance with escalation protocols defined in the SOP
3.	Coverage & On-Call Alignment a) Support coverage area coordination and manpower deployment across campus facilities to ensure continuous operational coverage. b) Participate in on-call duty rotation and ensure readiness for after-hours emergency response when assigned

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	1. Low Voltage Chargeman certification recognised by Suruhanjaya Tenaga. 2. Knowledge and practical experience in Low Voltage (LV) electrical systems and building electrical infrastructure. 3. Minimum 3–5 years of experience handling LV systems, switchboards, UPS, and generators. 4. Familiarity with electrical systems in accordance with Suruhanjaya Tenaga requirements and relevant safety regulations.	1. Degree in Electrical Engineering or related discipline. 2. Chargeman A4 certification recognised by Suruhanjaya Tenaga. 3. Additional technical certification in electrical or building services field. 4. Experience managing campus, industrial, or large building electrical systems.
Working Experience	1. Minimum 3–5 years of experience working with LV electrical systems, UPS, and generators. 2. Experience in electrical troubleshooting, repair works, and preventive maintenance activities. 3. Experience coordinating or guiding technicians or contractors during maintenance works.	1. Experience managing or supporting chiller plant electrical components or mechanical system interfaces. 2. Ability to troubleshoot and repair campus-wide electrical distribution systems.
Knowledge and Skills	1. Ability to read electrical schematics, single-line diagrams (SLD), and wiring diagrams. 2. Knowledge of LV switchboards, distribution boards (DB), capacitor banks, earthing systems, and protective devices. 3. Understanding of relevant regulatory standards including NEC/NFPA (if applicable), DOSH/JKKP, and Suruhanjaya Tenaga requirements. 4. Ability to integrate electrical equipment with Building Management Systems (BMS) or SCADA where applicable. 5. Ability to coordinate maintenance teams and respond effectively during electrical emergencies. 6. Basic planning, reporting, and documentation capability.	1. Chargeman or Wireman certification. 2. Knowledge of advanced automation systems or smart electrical control technologies. 3. Experience with BMS electrical modules or monitoring systems.
Character Attributes	1. Positive attitude with strong teamwork and leadership capability. 2. Proactive problem-solving skills with ability to make practical decisions. 3. Clear and effective communication across all levels. 4. Strong sense of responsibility and safety awareness. 5. Ability to supervise and motivate team members.	Multi-Skilled Technician • Basic knowledge of electrical or fire alarm systems can be a major advantage Project Coordination • Assisting in site supervision, material planning, or coordinating with other trades Health & Safety Knowledge • Familiar with PPE, risk assessments, and emergency procedures
Working Conditions	1. Full-time position. 2. Availability for emergency response outside normal working hours,	



	including evenings, weekends, or public holidays. 3. Ability to work in various environmental conditions such as indoors, outdoors, confined spaces, and at heights. 4. Participation in on-call duty rotation when required.	
--	--	--