



Position Title	Technician HVAC Plant
Main Location	Malta Life Sciences Park, San Ġwann
Team	ME-MATS
Reporting Relationship	The postholder will report directly to the Head of ME-MATS or the team leader’s delegated authority
Jobsplus permit Number	444/2019

The Malta Life Sciences Park is looking for a technician to provide professional technical support with regards to mechanical & electrical services as well as interfacing with utilities and other infrastructure services providers to ensure that the requirements for utility and infrastructure services are provided on plan and in the most cost effective manner.

Moreover the Technician will ensure that ensure that all HVAC Plant, both mechanical & electrical, utility and infrastructure services and works required are provided to the highest standards and within the relevant budgets, timescales and that they meet the appropriate design, legal and environmental stipulations while ensuring routine upkeep and performance of the buildings.

Other duties include:

- Inspecting, monitoring, and carrying out routine maintenance on the HVAC plant and equipment particularly on the main HVAC system including air handling units, chillers and calorifiers. Filtration system works and duct work inspection is also required.
- Checking that sensors are active and in operationCarries out routine and repair works on normal VRV systems
- Assists the team leder in:
 - o utilising internal and external resources involved;
 - o implementing relevant programmes and projects;
 - o meeting departmental/corporate goals and objectives;
 - o preparing and presenting reports and other documentation as necessary.
- Consulting with the Team Leader especially in resolving or when dealing with challenges.

- Setting-up and maintain basic filing systems with respect to HVAC Plant
- Working closely with, and providing technical guidance to the technical team and other relevant professionals on matters relating to utility and infrastructural services
- Maintaining databases and any other appropriate information system/s
- Managing suppliers and contractors and handles invoicing as necessary
- Keeping abreast of appropriate trends, developments and methodologies
- Advising and guiding of any infrastructural services related issues and concerns
- Ensuring that all utility and service works are in compliance with relevant local and European Union Health and Safety regulations.
- Performing any other job-related duties as necessary and as assigned including, but not limited to, any administrative tasks
- Preparing and presenting routine maintenance plans and schedules
- Preparing periodic permits and reports where necessary
- Certifying payment vouchers for completed services and ensuring that these are according to maintenance contracts and their conditions
- Working in coordination with administration office through the technical department
- Attending briefings and meetings as necessary
- Directing and supervising the work of handypersons
- Liaising with other technicians to offer a continuous service to tenants

Values

Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

Creativity

Develop an open and creative mindset that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

Customer-Centricity

Adopting a client centric mindset whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks

Disclaimer: This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies. Management may, from time to time, assign other duties/functions, provided that these are commensurate with one's qualifications, skills and aptitude.

- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

Skills

- Leadership & supervision
- Organisation & planning
- Analytical, evaluative and problem-solving abilities
- Attention to detail and accuracy
- Self-motivated and shows initiative
- Ability to multi-task with tight deadlines under pressure

Minimum Requirements

Mandatory Requirements of post:

- HND (MQF5) or HNC (MQF4) in Mechanical / Building Services; and
- Minimum three (3) years' experience in a similar environment; and
- Knowledge of principles, tools, methodologies and practices relating to utility and infrastructural services; and
- Knowledge in diesel mechanics and generators; and
- Knowledge of lighting power supply

For the purpose of this post, preference will be given to candidates possessing:

- Knowledge in maintaining and inspecting of electrical switch gear and water pump refit
- Knowledge of high pressure pump testing
- Knowledge of drafting related technical drawings and documents
- Knowledge of inspecting and monitoring of service utility equipment such as waste discharge, portable water, filtration, firefighting systems and plant irrigation
- Knowledge of related local and European Union legislation and regulations in relation to utility and infrastructural services.

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