

# VACANCY NOTICE

REF: C27012025

<b>POSITION</b>	<b>TEMPORARY MAINTENANCE TECHNICIAN</b>
<b>LOCATION</b>	<b>ULU TIRAM, JOHOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>CONTRACT - 6 MONTHS</b>

## JOB SUMMARY

The Maintenance Technician is responsible for maintaining the functionality, safety, and appearance of the facilities. This role ensures that all building systems, equipment, and infrastructure are in excellent working condition through regular maintenance, timely repairs, and troubleshooting issues as they arise.

### Key Duties & Responsibilities

#### 1. Maintenance and Repairs

- Perform routine inspections and maintenance of building systems, including aircond, electrical, plumbing, and structural components.
- Repair or replace defective equipment and fixtures promptly.
- Ensure proper operation of safety systems such as fire alarms, extinguishers, and emergency lighting.

#### 2. Facility Upkeep

- Conduct minor construction, painting, and carpentry tasks as needed.
- Monitor and maintain the cleanliness of building exteriors and interiors.
- Address wear-and-tear issues such as flooring, ceilings, and walls.

#### 3. Equipment Management

- Maintain an inventory of tools, supplies, and equipment required for repairs and maintenance tasks.
- Ensure equipment is properly stored, serviced, and functional.

#### 4. Vendor Coordination

- Liaise with external contractors for repairs, servicing, or installations.
- Oversee contractors' work to ensure it meets quality and safety standards.

#### 5. Health & Safety Compliance

- Ensure compliance with safety regulations and building codes.
- Identify and mitigate potential hazards in the workplace.
- Conduct regular checks on safety equipment and systems.

#### 6. Record Keeping

- Maintain accurate logs of maintenance activities and repairs.
- Report major issues and propose solutions to the Head of Operation.

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## JOB REQUIREMENTS

- Possess minimum STPM, SPM, Certificate or vocational or technical training in building maintenance or a related field.
- Minimum 2-3 years of proven experience in building maintenance, repair, or a related field.
- Certifications in electrical, plumbing, or aircond systems will be an added advantage.
- Experience working with a variety of tools and equipment.
- Proficient in diagnosing and repairing electrical, plumbing, AC, and other building systems.
- Familiarity with reading blueprints, technical drawings, and equipment manuals.
- Strong problem-solving abilities and attention to detail.
- Excellent time management and organizational skills.
- Ability to work independently and as part of a team.
- Ability to lift and carry heavy objects, as needed.
- Comfortable working in various environments, including confined spaces and at heights.
- Standard work hours with occasional evenings, weekends, or on-call shifts as required.