



**The Tanglin Club**, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

## **Senior Technician**

**Reporting to the Maintenance and Fire Safety Manager, your Job Responsibilities include, but are not limited to:**

- Record daily meter reading of the electricity, water and gas consumption early in the morning for Shift A Technician
- Replacement of fused bulbs, lighting, fluorescent tubes in the Club
- Ensuring all air-con chillers are functioning
- Read the Event Order to prepare any set up of equipment for the day or in advance
- Check that the hot water system to the guestrooms is operating normally
- Check and clear any equipment from previous night function
- Attend to requests from departments for repair, servicing, fixture works, faulty equipment, etc.
- Inform the Supervisor or Executive of doubts concerning request or works from other department or work done by contractors
- Carry out in-house maintenance or improvement works as instructed
- Assist the Maintenance Engineer in supervising and coordinating the activities of all engineering personnel
- Implement preventive maintenance and repair schedule for all machinery, equipment and other facilities
- Co-ordinate with departments concerned regarding the repair
- See to the maximum utilisation of Engineering Department and supplies
- Conduct weekly inventory checks
- Conduct daily check on work done by technician and follow up on jobs that are being referred
- Act as Facilities Manager in his absence
- 6-day work week – subject to change depending on the exigency of the Club

### **Qualifications:**

- Must have minimum NITEC Cert/Diploma in electrical, mechanical or building

### **Attributes:**

- Minimum 3 years of relevant working experience
- Able to work irregular hours and interact well with staff

Interested applicants, kindly submit a comprehensive resume with your expected salary to:

**[tcrecruit@tanglin-club.org.sg](mailto:tcrecruit@tanglin-club.org.sg)**