

The HKCCCU Logos Academy

Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode in Tseung Kwan O.

We are now inviting high caliber candidates to apply for the following post:

Repair & Maintenance Technician (Secondary) (Ref: LA-NT-RM)

Requirements:

- A recognised diploma/higher certificate, preferably a recognised degree in related discipline;
- At least 2-3 years of relevant working experience;
- Experience in school facilities maintenance in Hong Kong is an advantage.

Job Duties:

- Plan, organise and supervise contractors to carry out planned building maintenance works, minor works as well as building improvement works and report the progress in a regular basis to Management members;
- Provide prompt maintenance services such as routine and hands-on ad-hoc repair works (including but not limited to, for example, windows/doors/walls repair; broken or leaking plumbing; damaged electrical wiring when a shortage or severed wire damage occurs);
- Oversee daily operations and management of assigned premises and conduct regular patrolling and inspections to ensure a well-maintained learning environment;
- Ensure maintenance requests are completed within specific timeframe and prepare reports on completion of job status;
- Assist in the preparation of all documentations (e.g. quotations and budgeting) for various maintenance contracts and tenders;
- Working hours: Saturdays and Sundays (0830 to 1830); Mondays to Fridays (1000 to 1830; any 3 days as assigned by School)

Online application: -

Please visit the school website <https://logos.edu.hk/en/recruitment> for details and online application.

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*