

## General Maintenance Technician

|                                      |                       |
|--------------------------------------|-----------------------|
| <b>Start Date</b>                    | September 2024        |
| <b>Employment Type</b>               | Full Time - Permanent |
| <b>Closing Date for Applications</b> | 1 April, 2024         |

### Scope of the Job

|                     |                          |
|---------------------|--------------------------|
| Responsible to:     | Operations Manager       |
| Responsible for:    | General Maintenance Work |
| Works Closely with: | Maintenance Team         |

### Job Purpose

General Maintenance Technician is a multi-talented technician position. This position will support all the maintenance and operations activities inside the academy campus, like electrical, mechanical, plumbing and civil works, wherever needed, in addition to supervising and monitoring the contractor's activities inside the campus.

### Duties and Responsibilities

- Check equipment and operating systems and correct them wherever necessary (electrical and mechanical).
- Ensure operations, standards, and controls are maintained at a high level.
- Ensure high-level technical support to lower-level technicians.
- Experience in HVAC, plumbing, electrical (ELV & MV) and firefighting related work.
- Background in Facilities Management.
- Perform daily, weekly, monthly, bi-annually and annual maintenance.
- Supervise the contractors' activities (service, reactive and corrective maintenance) and evaluate the service provider's overall performance.
- Possess an electrical background (switchgear, DB, isolators, breakers) to handle basic service requests and emergency situations.
- Demonstrate expertise in working with a team and independently.
- Comply with company safety guidelines and procedures.
- Repair and perform preventive maintenance according to established standards.
- Use hand tools, power tools and rigging equipment daily.
- Handle both simple and complex heavy industrial equipment, such as forklifts and scissor lifts.

- Adhere to company and customer regulations and policies.
- Utilise personal tools for the job, including up-to-date documented personal tool lists.
- Manage time accounting and completed work orders.
- Foster cheerful customer and employee relations.
- Flexibility to work all shifts as required by the job.
- Essential operation low-current systems knowledge, including CCTV, access control, barrier, fire alarm and emergency systems.
- General Maintenance expertise (carpentry, painting, welding) at a basic level.

## Key Interactions

Smart working, time management, problem-solving skills, decision-making, handling emergencies, working under pressure, and heavy workload.

## Knowledge and Experience

### Essential:

- Good communication skills.
- Troubleshooting skills.
- Team player.
- High level of integrity.
- Adaptability.
- Good emergency response.
- Ability to follow safety instructions

### Desirable:

- Multi-talented team member with basic knowledge of the system and equipment so he can respond to/handle any emergency.
- Preferably from the hotel management/maintenance background.

## Context

**Sharjah Performing Arts Academy (SPAA)** is an independent Academy established by His Highness, Sheikh Dr. Sultan bin Mohammed Al Qasimi, Ruler of Sharjah, to address a growing demand in the UAE and MENA region for formal quality education and professional training in the performing arts sector. SPAA is the only performing arts conservatoire in the MENA region, offering quality undergraduate and graduate degree programmes taught in English. The purpose-built Academy comprises one 432 seat theatre, two fully equipped studio performance spaces, TV/recording studios, twelve sprung rehearsal studios, 12 singing tutorial spaces, resource library, gymnasium and cafe.

**Sharjah Performing Arts Academy** specialises in training graduates for work in the international professional performing arts industry. The faculty working at SPAA are highly experienced practitioners within their respective fields. The focus of the Academy is practical rather than academic. The central value for a SPAA graduate is arming them with the highest levels of practical skills for their field and giving them the tools to be able to successfully generate their own work or practice.

## Complexity

**Sharjah Performing Arts Academy** is a complex performing arts institution. Effective coordination between departments and courses is a high priority to ensure that resources are appropriately shared and quality in teaching and learning is maintained throughout the Academy.

## Salaries and Benefits

Salaries in the UAE are tax free, and you'll receive your pay monthly in United Arab Emirates dirhams. For eligible employees, your salary will include a competitive accommodation and transportation allowance.

We'll provide you with private medical insurance and a residency visa, and depending on your role and salary grade, this may include cover for your dependents.

You are entitled to an annual return ticket to your home country, for eligible employees depending on their role and salary grade, this may also include your dependents.

For eligible employees, depending on their role and salary grade, we will additionally cover you children's (under 18) education expenses.

**For any further information please contact [careers@spaa.ae](mailto:careers@spaa.ae).**

## Additional Information

The *Staff Handbook* is an important resource for all employees. It sets out the expectations and important conditions of your employment.

- The post holder must accept responsibility for ensuring that SPAA policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data.
- This is a full-time post based at **Sharjah Performing Arts Academy**, University City, Sharjah, UAE.
- This job description is a guide to the nature of the work required of the General Maintenance Technician]. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required and in line with the growth of the Academy.
- The *Staff Handbook* will be sent to you via email.
- **Note:** due to licensing requirements and safeguarding policies, any individual offered a position will be required to submit a background check/DBS/Police check.

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.*

**Additional requirements:** only candidates who are bilingual Arabic / English will be considered for this role.

**To apply:** Please send a maximum one (1) page **cover letter** with your most current **CV** to [careers@spaa.ae](mailto:careers@spaa.ae)