



St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

In 2015, the Ministry of Social and Family Development appointed SAAC to co-develop and operate a home for adults with autism. Located at Compassvale Bow, St. Andrew's Adult Home (Sengkang) [SAAH (Sengkang)] will be ready by end 2018. It will be Singapore's first residential facility designed and built to meet the needs of adults with autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students/ adult clients and residences; to provide behavioural support, life skills training, family support and public education.

SAAC and SAAH seek to enable people with autism to lead dignified and meaningful lives.

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Ref: SAAH\_FAC201805

## **FACILITIES EXECUTIVE ST. ANDREW'S ADULT HOME (SENGKANG)**

### **JOB DESCRIPTION**

- Regular walk-around to inspect residences to ensure that facilities are in good order and condition
- Comply with building statutory requirement (BCA, NEA, SCDF etc.) on renewal of certificates & licences.
- Source & manage vendors for repairs, preventive and corrective maintenance works, including addition & alteration works.
- Supervise in-house staff & outsourced vendors (laundry, security, kitchen, housekeeping etc.)
- Liaison with contractors on all defect rectification works during Defect Liability Period (DLP)
- Periodically review the quality of the services provided by the outsourced vendors
- Manage facilities of building, M&E equipment, sanitary & plumbing fitting, fixture & furniture etc within the premises of the ADH & DAC.
- Ensure all ad-hoc work and preventive maintenance works re-carried out expeditiously and on time
- Coordinate and liaise with vendors for any upgrading, maintenance or repair work and follow up
- Provide setup support for events and meetings when required
- Ensure accuracy records of the list of vendors and contacts
- Work with the food caterer to ensure timely food supply for residents and periodically review on the quality and quantity of food caterer
- Oversees the maintaining of security access card records
- In charge of operational support services including fire & safety, security, vehicle management, meals etc.
- Key role in the Company Emergency Response Team (CERT)
- Respond to facilities related emergency call after office hours
- Any other duties as may be assigned from time to time



## **JOB SPECIFICATIONS**

- Diploma in Facilities Management, Building Services, M&E Services or equivalent and at least 2 years of related work experience
- Flexibility to work occasionally on weekends when required
- Service oriented, hands-on, able to work independently, resourceful, adaptable and possess supervisory skills
- Familiar with MS Office

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers2@saac.org.sg](mailto:careers2@saac.org.sg).

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.