**岗位说明书——设备与能源管理专员**

所属部门：后勤与资产管理部 汇报机制:助理主任

**岗位职责：**

1. 游泳馆相关设备管理（恒温恒湿设备、过滤设备、消毒设备等）；
2. 学校大型用电设备能源管理；
3. 加强建设学校大型用电设备的BA（远程控制）建设；
4. 协助助理主任完成能源管控相关工作；
5. 完成领导交办的其他工作。

**必备条件：**

1. 智能化、机电等相关专业硕士，或上述相关专业本科且有中级工程师及以上职称；
2. 具有2年以上设备自动化控制、弱电建设及管理、智能化建设及管理相关工作经验；
3. 有较强的沟通能力、组织协调能力，具备团队合作能力，良好的服务意识；
4. 坚持原则，廉洁奉公；
5. 具备一定的英语书面及口语表达能力。

**优先条件：**

1. 有海外留学、相关工作背景者优先考虑。

**Job Description – Equipment and Energy Management Specialist**

Department: Logistics and Assets Management Report to: Assistant Director

**Responsibilities:**

1. Related equipment (e.g., constant humidity equipment, filtration equipment, disinfection equipment, etc.) management of the indoor swimming pool.
2. Energy management of large electrical equipment on campus.
3. Strengthen the Building Automation System construction of large electrical equipment on campus.
4. Assist the assistant director in energy control related work.
5. Perform other duties as required.

**Required Qualification:**

1. Master degree in mechanical & electrical engineering or intelligent related fields, or bachelor degree in the above majors with intermediate engineer title or above.
2. At least 2-year relevant working experience in equipment automation control, weak current construction and management, as well as intelligent construction and management.
3. Good communication, coordination, organizational skills, teamwork skills, strong sense of service.
4. Adhere to principles, perform duties honestly.
5. Basic English writing and speaking skills.

**Preferred Qualification:**

With overseas education background and relevant working experience enjoys priority