

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-541-2022
Company Name	STED Co Ltd
Industry	Engineering Services
Vacancy	Mechanical Engineer, Electrical Engineer
Number of vacancies for that position	4x Mec, 4xElec
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT, Flexible hours
Major(s)	Mechanical Engineer, Electrical Engineer
Degree	
Years of Experience	Priority for Experienced, Fresh Graduates will be acceptable.
Location	Work From Home Optional, Or from Company office in Sin-El-Fil
Remuneration & Benefits	300 for fresh up to 2000 for 10 years relevant Experience
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Mechanical, Electrical, Low Current, Engineers with Major systems knowledge on Operation and Maintenance procedures. • Excellent knowledge with Microsoft Office for editing documentation • English Communication skills, High motivation and commitment to work instructions. • Good Planning and Organization Skills • Capability to analyze, structure, combine and develop O&M, training and Asset Registers. • Collect relevant data through Contractors, equipment manufacturers / installers / integrators, etc., submissions, and on-site testing of installed systems / equipment and associated physical data collection • Develop or collect any available operation and maintenance information/manuals on each of these components. (Much of this information will already exist and simply needs to be assembled.) • Ensure that all materials – as-built drawings, final finish schedules and plans, and all warranties, guarantees and certifications – that are contractually owed to are collected.

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- Aggregate this information into a single resource that can be used by residents and management personnel to guide overall O&M activities.
- Create one or more “to do” checklists that synthesize key recommendations in the collected material; i.e. what to do and when.
- • Development of Operation and Maintenance Manual Checklist Form listing all the O&M materials and manuals that have been collected.