



## Engineer II

Status: Contract of Service

Monthly Salary: Php 47,606.40 (*inclusive of 20% premium*)

Item Code: COS-ENGR2-88

Division: General Services Division

### Qualifications:

Education:	Bachelor of Science (BS) in Civil, Electrical, Electronics, or Mechanical Engineering, BS in Architecture, or any program with building and facilities management
Experience:	At least two (2) years of experience in building administration, including utilities and facilities management
Training:	At least eight (8) hours of training related to basic, occupational, laboratory, or chemical handling safety, or any other safety training related to building and facilities management
Eligibility:	RA 1080
Competencies:	Effectively creates and presents reports containing the schedule, costs, and physical resource diagrams

### Duties and Responsibilities:

- 1) Serve as the quality assurance, control officer, and engineer of infrastructure-related projects of the agency.
- 2) Ensure the security and maintenance of the Physical Plant and Facilities of the agency.
- 3) Ensure the proper and continuous use of the essential utilities of the Agency.
- 4) Provide and maintain the basic occupational safety and health program of the agency.
- 5) Prepare and keep reports and correspondence on administering all PhilSA plants and facilities.
- 6) Conduct safety (fire, earthquake, etc.) drills and other evacuations as scheduled in accordance with health and safety requirements.
- 7) Determine the actual needs of the Agency concerning building administration.
- 8) Serve as the dispatch officer for all PhilSA vehicles.
- 9) Conduct yearly physical properties and facilities inventory, render reports of damaged properties, and manage repair thereof.
- 10) Secure insurance for buildings, motor vehicles, and other facilities.
- 11) Perform other duties the superior may assign.



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