

RMIT Vietnam
Senior Facilities Technician

Position Details

Position Title:	**Senior Facilities Technician**
Division/ Centre:	Operations
Department:	Property Services
Campus Location:	Based at the Hanoi campus but may be required to work and/or be based at other campuses of RMIT Vietnam
Job Grade/ Classification:	PSV3
Time Fraction:	Full time

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and

25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.
www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Educationand Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.
https://www.rmit.edu.vn/about-us

Position Summary

The Senior Facilities Technician is responsible for ensuring the efficient operation, maintenance, and repair of facility systems and equipment. This role involves overseeing day-to-day operational tasks, performing preventive and corrective maintenance, and ensuring that all facility systems meet safety and performance Australia/Vietnam Quality standards. The technician collaborates with other team members, supervises junior staff, and provides technical expertise to ensure the facility operates at optimal efficiency.

Reporting Line

Reports to: Facilities Coordinator

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Regularly monitor and operate building systems, including HVAC, electrical, plumbing, and fire protection systems, to ensure proper performance and efficiency.
- Conduct routine inspections of operational systems, identifying potential issues, performing minor adjustments as required, and reporting operational concerns or irregularities to senior technicians or supervisors in a timely manner
- Perform basic troubleshooting and repairs on HVAC equipment, electrical circuits, plumbing fixtures, and fire protection components.
- Assist in responding promptly to operational system emergencies, helping to restore functionality and minimize disruption to university operations.
- Follow established emergency protocols and procedures to ensure safety and compliance.
- Maintain accurate records of operational system inspections, maintenance activities, repairs, equipment status, and performance logs.
- Support and supervise all Campus events.
- Oversee the operation and maintenance of facility systems, including HVAC, electrical, plumbing, and fire protection systems.
- Perform routine inspections to identify and address potential issues before they happen.
- Raise and implement corrective maintenance work requests to minimize downtime and customer concerns.
- Troubleshoot and resolve complex operational and maintenance issues.
- Ensure compliance with safety regulations, operational standards, and environmental guidelines.
- Maintain accurate records of maintenance activities, operation daily checklist and repairs.
- Respond to emergency operation and maintenance requests promptly to minimize campus service disruptions.
- Others: to be assigned by supervisor & Manager (Operations, North) within scope of Facilities Coordinator & Manager (Operations, North)

Key Selection Criteria

- A College's degree relevant to HVAC/Mechanical/Electrical/ ELV or equivalent experience
- Proven experience in the operation, maintenance, and repair of facility systems, including HVAC, electrical, plumbing, Fire Protection system. Capacity to perform physically demanding tasks, including lifting, climbing, and working in various environmental condition.
- Strong troubleshooting and diagnostic skills to resolve complex technical
- Ability to work independently and proactively identify areas for improvement in facility operations. Flexibility to respond to emergencies or changing priorities effectively.
- Skilled in the hand-on jobs, power tools, electrical tools.

- Good analytical skills to interpret system data, recognize potential problems, and implement corrective actions.
- Familiarity with Building Management System (BMS) and computerized corrective/maintenance management systems (CMMS) is beneficial.
- Able to use the CAD and read/modify the technical drawings (such as: Single line diagram, Piping & Instrument Drawing, …)
- Intermediate proficiency in Microsoft Office or similar tools for reporting and documentation

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is outlined in the Recruitment, Selection and on boarding Guidelines and shall be commensurate with the role responsibilities and the engagement with university internal and external stakeholders.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognized qualification list).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.