



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Project and Maintenance Engineer	DEPARTMENT	Administration and Operations
REPORTS TO	Bursar / Head of Administration and Operations		

Wellington College International Pune (WCI Pune) is the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCI Pune benefits from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCI Pune embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools. Ultimately, we will prepare our pupils through the robust and rigorous platforms of the IGCSE and IBDP programmes, to access the highest grades and entry to leading global universities (including top institutions in the US and the UK).

Position Overview

The Project and Maintenance Engineer will be responsible for overseeing and ensuring smooth operations, maintenance, and performance of all Mechanical, Electrical, Plumbing (MEP), and HVAC systems across the school's campus. The role also involves providing technical support and supervision for infrastructure under construction, ensuring compliance with design specifications, safety standards, and school requirements.

Key Responsibilities:

1. Operations & Maintenance (Existing Infrastructure)

- Oversee the day-to-day operation and preventive maintenance of HVAC systems, electrical panels, plumbing, water supply, sewage, fire-fighting systems, WTP, STP, Swimming Pool Filtration System and related equipment.
- Monitor and optimize the performance of MEP systems to ensure uninterrupted operations for classrooms, laboratories, kitchen, swimming Pool and other school facilities.
- Maintain proper documentation of service schedules, AMC contracts, warranties, and equipment logbooks.
- Ensure adherence to energy efficiency and sustainability practices across HVAC and electrical systems.
- Manage breakdowns and coordinate with external vendors and contractors for timely repairs.
- Conduct periodic safety inspections and ensure compliance with statutory regulations (electrical safety, fire safety, water quality, etc.).



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

2. Construction & Project Support (Infrastructure Under Development)

- Review and verify MEP and HVAC design drawings, specifications, and BOQs provided by consultants/contractors.
- Monitor site execution and ensure quality of work for HVAC, electrical, plumbing, and fire-fighting systems.
- Coordinate with architects, contractors, and consultants to ensure school requirements are met in line with international standards.
- Provide inputs to ensure integration of sustainable, energy-efficient, and cost-effective solutions in new projects.
- Conduct inspections, snag checks, and participate in handover processes for new infrastructure.

3. Vendor & Contractor Management

- Liaise with service providers, AMC vendors, and contractors for smooth functioning of MEP & HVAC systems.
- Ensure contractors follow safety protocols and statutory compliance during on-site work.
- Evaluate vendor performance and recommend improvements or alternatives.

4. Compliance & Safety

- Ensure adherence to Indian codes and standards (NBC, IS codes, ASHRAE, IGBC/GRIHA for sustainability where applicable).
- Implement school's safety policies and procedures with respect to MEP and HVAC operations.
- Ensure fire safety systems are operational and conduct regular fire drills in coordination with the safety officers.

Key Skills & Competencies

- Strong technical knowledge of HVAC, electrical, plumbing, and fire safety systems.
- Familiarity with building automation systems (BMS) and energy management systems.
- Ability to read and interpret technical drawings, specifications, and contracts.
- Strong problem-solving and troubleshooting skills.
- Vendor and contractor management skills.
- Good communication and documentation skills.
- Proactive approach with strong attention to safety, compliance, and sustainability.



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

Person Specification
Essential Experience / Qualifications Required
<ul style="list-style-type: none">▪ Bachelor's Degree/Diploma in Mechanical/Electrical Engineering (with specialization in HVAC preferred).▪ 5–8 years of experience in MEP & HVAC operations and project supervision (experience in educational institutions, hospitality, or large campuses preferred).▪ Hands-on experience in managing both operational campuses and ongoing construction projects.▪ Knowledge of Indian standards and international best practices in MEP and HVAC
Performance Indicators (KPIs)
<ul style="list-style-type: none">▪ Zero downtime of critical HVAC, electrical, and plumbing systems.▪ Timely completion of preventive and corrective maintenance schedules.▪ Compliance with statutory and safety regulations.▪ Quality and timeliness of support provided to infrastructure projects.▪ Energy efficiency improvements and reduction in operational costs.
Essential Values, Behaviours and Attitudes:
<ul style="list-style-type: none">▪ Should be well organized, process driven.▪ Eye for detail and Technical Knowledge.▪ Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).▪ Personal integrity, accountability and credibility.▪ Strong mind-set for continuous improvement to meet or exceed expectations.▪ Time management and ability to multi-task and prioritize, ability to work under pressure.▪ Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.▪ Good team player.