

POST OF FACILITIES AND MAINTENANCE OFFICER

Job Title	:	Facilities and Maintenance Officer
Salary Scale	:	Rs 28900x900–30700x1000–32700x 1100–36000x1200–42000x1500–51000x2000-61000
Reporting to	:	Corporate Manager/Chief Executive Officer
Job Objective	:	Responsible to keep COIREC’s structures, infrastructure and grounds in excellent shape.
Academic Qualifications and Experience Requirements	:	<ul style="list-style-type: none"> • Degree in Building and Civil Engineering or in a related field or an equivalent qualification acceptable to the Board. • At least three years post qualification relevant experience including in maintenance.
Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none"> • In- depth knowledge of construction fundamentals, facility planning and energy management. • Strong communication and organizational skills. • Ability to work within tight schedules. • Leadership abilities.
Main Duties		<ol style="list-style-type: none"> 1. To plan and coordinate all installations and refurbishments. 2. To be responsible for the maintenance of structures, yards and related infrastructure and sound operation of all facilities and utilities of the building(s). 3. To undertake risk management and organize emergency procedures. 4. To manage the upkeep of equipment and supplies to meet health and safety standards. 5. To inspect structures to determine the need for repairs and renovations. 6. To prepare reports for Management relating to building related issues. 7. To act as the primary contact in respect of all maintenance, health and safety and space management. 8. To formulate, maintain and implement a building management system, in order to manage buildings’ facilities and utilities. 9. To develop, implement and monitor plans for building projects such as renovation or relocation of space including estimate bids, contracts and material requirements.

	<ol style="list-style-type: none"> 10. To monitor and control the selection of facilities contractors in order to ensure that services meet performance standards and building expectations. 11. To oversee cleaning, security and access control, housekeeping, parking facilities and sound operations of fire protection system. 12. To collaborate with the Legal and Compliance Section in drafting facilities maintenance agreements/contracts with service providers. 13. To supervise and coordinate maintenance service and repairs pertaining to building(s) and related equipment. 14. To assist in general procurement of materials and parts, schedules installations and oversee that such repairs are accomplished in a safe and time manner. 15. To maintain accurate records with regard to annual inspection of equipment and general preventive maintenance. 16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the roles ascribed to the latter. <p>NOTE: Incumbents may be required to work outside normal working hours and on horse racing days, as and when required.</p>
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