



Head, Facilities Maintenance

Responsibilities

- Coordinate, oversee and manage facilities preventive and breakdown maintenance work performed by contractors on mechanical & electrical system, overhead crane system, building, landscaping, cleaning, pest control etc. of all company premises at different locations
- Ensure that the facility is fully operational and functioning properly
- Initiate and carry out maintenance work that improve efficiency and/ or reduce operating costs
- Ensure compliance with Government authority regulations for facilities related inspection, test, certifications, licenses etc
- Manage a team of facility senior executives, engineer, technicians, Managing Contractor and cleaning crews
- Set up a programme of planned and preventive maintenance to ensure high availability of all equipment and facilities in line with operational requirements
- Oversee improvement and repair project works and ensure projects are completed within given time duration and budget
- Manage and review service contracts
- Establish service level agreements to contractors and monitor performance, formally review on a regular basis
- Work closely with Finance Department to set and control facilities budget

Requirements

- Minimum 6 years of relevant experience in leading a building maintenance team of high profile buildings
- Degree of Bachelor of Engineering in Mechanical/ Electrical/ Facility Management/ Building Services or equivalent.
- Experience with added advantage: fire safety manager certification, green mark manager certification.
- Strong communication and organization skills.
- Proficient in speaking and writing English

(Only short-listed candidates will be notified)