

Job Description: Estate Manager

Job Title:	Estate Manager
Job Purpose:	Full operation of the maintenance on NCBIS premises to ensure its operating in a timely manner according to the approved guidelines and quality standards
Reporting to:	Facility Director
Qualifications and experience: (For further information refer to the person specification)	<p>Bachelor's Degree in Engineering At least 10 Years of Experience in the maintenance field Excellent proficiency in English (written and spoken) Advanced computer skills (Microsoft & Google)</p>
MAIN (CORE) DUTIES	<ul style="list-style-type: none"> ▪ Identify and prepare preventive maintenance plan & areas for improvement to develop maintenance schedules & records to make sure that the school facility is safe & meet the needs of business purpose. ▪ Identify and prepare infrastructure development plan to confirm the accuracy of current capacity & to accommodate future expansion such as electrical loads, firefighting network, sewage network, AC network.....etc. ▪ Establish, develop, implement & follow up health & safety procedures for employees & outsource companies. ▪ Establish communication channels and ticket systems for estate management orders, follow up on the implementation phase and enhance whenever necessary to ensure the quality standards of the workflow and assigning responsibilities to the state management team ▪ Establish a log of all operation works for all estate team, clearly record work evidence, tasks, and responsibilities to avoiding hazards and ensure smooth workflow ▪ Manage and follow up on all operation systems to ensure they are up and running, spot check on all maintenance activities to ensure quality and guidelines are met ▪ Develop & implement quality management systems to enhance the operation work of the state management and ensure general quality and safety measures are met & service delivery is according to the standard. ▪ Coordinate with the Facility Director in setting the budgets and plan for all technical operational requirements needed for new maintenance projects in NCBIS ▪ Coordinate with the Facility director and department heads on new projects and provide technical specs & recommend offices vendors, contractors, suppliers and select best offers to ensure required service is delivered according to quality standards. ▪ Set KPI.s for division employees includes evaluation criteria. ▪ Employee duties are not limited only to the above-mentioned Accountabilities; he/she may perform other duties as assigned.
<p>This job description is current at the date shown but, in consultation with you, maybe changed by the ACLT to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
<p>The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</p>	