



## Job Description

Position Title	Deputy Manager Electronics and BMS
Job Grade	M4
Department	Operations Department
Reporting To	Head of Administration and Campus Services
Date	December 2015
Type of Position	Full Time

### **POSITION DESCRIPTION**

This position will be ultimately responsible and remain accountable for all Electronics engineering and maintenance areas under the ambit of his/her control at the City Campus. He/ She will practically involve to ensure seamless operations and smooth functioning of under-mentioned areas:

- BMS Control
- BMS Monitoring
- Access Control
- Fire alarm
- Lighting
- VMS
- Elevators, Speed and Turnstile gates
- Electronic equipment like UPS etc.

He/ she will also work in close liaison with senior management as well as external stakeholders like IT, S&S, Control Room and other FM departments.

### **DUTIES AND RESPONSIBILITIES**

1. Responsible to ensure that all equipment mentioned in the scope are in good health.
2. Manage facility controlling systems such as BMS, fire Alarm, lighting control etc.
3. Develop a system in his/her area of responsibility to incorporate remaining areas within the scope of BMS to make it IBMS.
4. Work with vendors (local agents) and gradually take the ownership of complete maintenance and develop in-house team to maintain higher uptime.
5. Develop, review and improve KPIs' and bench-mark operational and related financial parameters; and same to be reported to management on periodic basis.
6. Manage Electronics & BMS complaint handling, scheduling of preventive and periodic maintenance, hire resources, supervision of execution etc. Implement policies and procedures to ensure adequate capacity is always available to meet expected demand.
7. Identify and take action to eliminate wastes and remain cost effective; and bring improvements.
8. Manage external coordination with contractors, equipment suppliers and services providers.
9. Maintain the administration, budgeting, monitoring, communication and liaison with senior management; and lead the documentation, planning and implementation of preventative maintenance, predictive maintenance and work execution in order to provide continuous improvement of maintenance practices.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	Graduation
Required Experience	Related experience of 15 years or more, out of which at least 3 years with supervisory or management experience.

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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
<b>1.</b>	Disciplined and responsive	High
<b>2.</b>	Team building	High
<b>3.</b>	Passionate for continuous improvement	High

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