

**Job Title:** Manager - Facilities

**Job Summary:**

We are seeking an experienced Facilities Manager to oversee all activities related to maintenance and upkeep of campus. Candidate should be well-organized with a proven track record of Leadership and team management skills. Should be able to optimize the use of space and equipment while reducing operating costs.

**Key Responsibilities:**

- Supervise all facilities staff (custodians, technicians, groundskeepers etc.), external contractors and vendors.
- Control activities like parking space allocation, waste disposal, building security etc.
- Plan and coordinate all installations and maintenance of CCTV, RO water plant, STP - Sewage Treatment Plant etc.
- Overseeing activities of security staff and prepare their rosters.
- Supervising the design and upkeep of the facilities grounds, landscaping, roads, lights.
- Manage the upkeep of equipment and supplies to meet health and safety standards.
- Inspect buildings' structures to determine the need for repairs or renovations.
- Review consumption of utilities, ensure optimization and strive to minimize costs.
- Preparing halls and auditoria for various events.
- Overseeing transportation services for students, staff, and guests
- Maintaining staff quarters facilities, rent, maintenance, electricity bills, etc.
- Develop SLAs and ensure timely redressal of grievance related to all on-campus facilities.
- Ensure quality in food preparation and service in the canteen, mess and cafeteria.
- Manage the allocation of hostel rooms, staff housing and guest rooms.

**Qualification:**

- Bachelor's or Master's Degree in any discipline (preferably engineering) from a recognized University/Institute.
- Minimum 15 years of experience in facility management (Preferably educational institution).
- Excellent communication skills, oral and written mandatory.

**Location:** Chennai

**Category:** University/Higher Education