

## Job Description

**Job Title** : Executive – Civil (CMS)**Job Location** : Patiala**Position Reports To** : CMS - Head

### Main Purpose

The primary focus of this role is to provide day to day management of the maintenance department with responsibility for Health and Safety, Quality, Customer retention/satisfaction and financial performance. Customer complaints and attrition require proactive management with the root causes being identified and addressed to prevent future reoccurrences.

Qualification	B.E/B.Tech/M.E (Civil)/Diploma (Civil) preferably. MBA would be desirable.
Experience	7-10 years of experience in the maintenance of large projects, mainly residential, offices or factories. Must have the knowledge of MEP, Fire systems, Air conditioning and Microsoft project planning.
Competency	Excellent leadership and man management skills. Ability to manage a variety of cross-functional team members. Excellent organizational and follow-up skills. Competent in problem solving, team building, planning and decision making and commercially aware.

### Specific Accountability & Job Responsibility

- Complete maintenance of residential building/area, student's hotel and academic area
- Coordinate with architects and contractors for faster completion of task.
- Tracking of day to day activities and provide a timely and professional response to complaints and control disputes (written, verbal or through site attendance) keeping progress updated.
- Manage the team to achieve the institute's expected response.
- Work together with the store's department to ensure that required parts are sourced on a timely basis. In addition, to ensure that parts are returned to the stores in a timely manner for repair or disposal in line and Hazardous waste regulations where relevant.
- Management of the maintenance team to ensure adherence to Institute's policies.
- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the maintenance strategy.

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **30<sup>th</sup> June 2022**.