



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Chief Maintenance Engineer
<b>DEPARTMENT:</b>	
<b>REPORTING TO:</b>	
<b>PAY GRADE:</b>	

### Summary:

The Chief Maintenance Engineer is responsible for the design and implementation of effective maintenance programmes for the facility. The incumbent will be responsible for ensuring that all safety measures are performed and functional as well as the supervision and coordination of contractors and suppliers. The incumbent will also be required to perform routine maintenance tasks as required to ensure efficient operations of the facility.

### Education, Knowledge and Experience

- A Bachelor's degree in Engineering.
- Five (5) years' experience in a similar management role.
- Certification from a recognized Facility Management Organization will be an asset.
- Experience in developing Preventative Maintenance schedules and implementing same.
- Proven ability to simultaneously manage numerous contractors and suppliers
- Must possess a proactive, respectful and positive attitude.
- Knowledge and experience with appropriate construction processes and project team interactions.
- Excellent customer service & communication skills.
- Proficient in Project Management
- Experience in Property Management
- Microsoft Office proficiency
- Proven ability to lead and motivate teams

**OR**

Equivalent combination of Qualifications, Training and Experience

## **Key Functions & Responsibilities**

### **Building Maintenance Services**

- Designs, implements and leads the Preventative Maintenance Programme
- Ensures that building and system maintenance checks are completed and documented consistently at all times
- Oversees and participates in painting, remodeling and building repairs
- Ensures that plumbing, electrical and HVAC components are in good working order at all times
- Ensures that all fixtures and fittings, painting and light repairs are completed as needed
- Executes maintenance work as required

### **Customer Service and Safety**

- Responds to emergency requests for facility and equipment repairs
- Ensures that facility is kept safe for pedestrian and vehicular traffic
- Performs mandatory safety tests and makes sure necessary safety inspections by contractors are completed as required
- Maintains emergency standby power, fire apparatus, and other safety equipment
- Performs weekly testing on all emergency generators
- Maintains proper safety records

### **Building Maintenance Administration**

- Keeps building plans and blueprints filed in proper order
- Keeps all service providers' contracts filed in proper order
- Recommends cost effective options to the Facility Manager
- Ensures tools and equipment are properly organized and stored

### **Supervision and Coordination of Contractors/Suppliers**

- Supervises and coordinates all contractors and suppliers to ensure that the facility and grounds are clean, well maintained, safe and secure
- Signs off on services provided on a daily, weekly and monthly basis.
- Facilitates and assists with site visits for service providers when necessary
- Liaises directly with service providers to maintain customer relations and handle queries

### Events Administration

- Assists with pre and post event planning and coordination of Service Providers' requirements for events at the Facility
- Liaises with and attend meetings with the Events team and determine the manpower needs of the Engineering Unit for events.
- Ensures that all equipment, furniture and fittings are fully functional at all times and especially during events.

### Records Administration

- Ensures that accurate and up to date records are maintained in the Engineering Unit
- Organises and maintains a sequential and efficient filing system
- Monitors and oversees the inventory and ordering process for the Engineering Unit

### Deliverables

- Exceptional customer service for both internal and external customers
- Timely response and completion in executing assignments
- All works completed within the requisite industry standards
- All jobs completed within established time, cost and quality limits
- High standard of work output

### Performs any other related duties as are assigned

#### Dimensions and Scope of Role

- Operates within Scope of Authority
- Operates within the Policies and Procedures of UDeCOTT
- Performs work in a highly confidential and sensitive environment

### Key Behavioural Competencies

- **Leadership:** Able to lead, delegate and oversee staff to an effective level
- **Personal Attributes:** Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; is well motivated to perform with minimum supervision. Accepts change

positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, and credibility in work situations.

- **Problem Solving:** Is able to analyze situations, prioritize key issues; creates insightful solutions to problems and ensures their proper execution
- **Team Player:** Works well as a contributing member of a customer focused team; performs role assigned in the interest of the team's success.
- **Communication:** Contributes to discussions; and complies to giving information in a logical and organized manner; Communicate at all levels as required by job functions
- **Deadlines:** Ability to deliver results, which add value to the department and to the business.
- **Client Focus:** Demonstrates a willingness to assist with customer needs