

JOB BRIEF

Maintenance Manager oversee and lead maintenance procedures and actions in a company. These professionals manage activities for the repair of buildings, landscapes, and offices. Duties include tracking expenses, reporting progress, and assigning schedules

Responsibilities:

- Supervise and lead all maintenance processes and operations.
- Track expenses and oversee the budget for maintenance.
- Maintain all machinery to ensure it's at working standards.
- Create and implement maintenance procedures.
- Conduct regular inspections of the facilities to detect and resolve problems.
- Plan and manage all repair and installation activities.
- Ensure all department workers adhere to the safety policies and procedures.
- Assign repair schedules and evaluate repair cost estimates.
- Document and prepare daily progress reports and maintenance logs.
- Oversee equipment stock and place orders for new supplies when necessary.

Requirements:

- Bachelor's degree in civil engineering, facility management or similar field is preferred.
- A minimum of 10 years' experience in maintenance and construction field.
- Previous managerial experience is a bonus.
- Good understanding of the technical features of plumbing, carpentry, and electrical systems.
- Strong knowledge facilities machines and equipment.
- Excellent organizational and leadership abilities.
- Exceptional communication and interpersonal skills.