

Title **Operations & Facilities Manager**
Reports to **Bursar**
Department **Central Administration**

Responsibility:

- Plan and coordinate administrative procedures and systems to provide effective and efficient support to the school's operations. Organise and coordinate office operations including proper record management, operating support information systems and administration support functions
- Strategic planning and hands-on implementation and performance of preventive maintenance for smooth and efficient operations and continual improvements
- Assist in budget preparation and monitor its utilisation. Monitor costs and expenses and achieve lean and efficient operations
- Supervise school Security, Safety, Health, Traffic, landscapes and green areas and identify potential problems and hazards and take remedial actions. Identify, plan, budget, schedule and oversee the implementation of corrective and preventive maintenance of school buildings and grounds, including machinery and equipment
- Ensure that school buildings, grounds, facilities, operations and equipment comply with the relevant quality standards, health and safety regulations. Work with health and safety committee of the school to ensure a conducive environment in the campus. This includes liaising with local authorities, police and fire and rescue departments as necessary but with prior permission from the Bursar
- Manage, review and monitor all security, safety and emergency systems and procedures of the school and support the evacuation processes including drills
- Scope out details of tasks for maintenance and repairs to assist with sourcing of detailed quotations. Scoping of work shall include recommendation whether to repair or replace with consideration of budget and equipment lifespan and reliability, and other economic and technical factors
- Manage and monitor with high level of professionalism and integrity the performance of internal staff and external vendors and contractors for maintenance work and other services such as pest control, garbage removal and hygiene facilities, and ensure they deliver quality products and services of optimum standards within acceptable time frame in accordance with service level agreements and in compliance with contractual specifications
- Inspect school building and facilities to determine problems and necessary maintenance work
- Manage the setting up of facilities and venue for events, school activities or exams and prioritise workloads and execute tasks at short notice
- Strategic planning, managing, coordinating and monitoring the progress of facilities improvement and renovation projects
- Manage the maintenance and utilisation of school vehicles
- Maintain, update and manage facilities records in an orderly manner. Analyse the data and prepare various and periodic reports and proposals for management's consideration

Requirements:

- Degree in Facilities / Building Management or equivalent in relevant field with good working knowledge of M&E and C&S including ability to read technical and architectural drawings
- Minimum 3 years related hands-on working experience in campus facilities maintenance and management
- High level of written and verbal communication skills and IT skills and conversant in the use MS Office software
- Good knowledge of statutory regulations related to facilities, and similarly of health, safety and environment matters
- Excellent organisational, project and time management skills, including the ability to manage multiple tasks and conflicting deadlines efficiently
- Good working knowledge in managing helpdesk support
- Competencies of a good manager including interpersonal and communication skills, ability to work under pressure, multi-task, leadership skills, team player
- Excellent problem solving skills with eye for details
- Willing to work independently, extra hours and beyond the normal call of duty