

3) FOR THE POST OF FACILITY OFFICER AT MES GARWARE COLLEGE CAMPUS

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities from
Facility Officer	<p>Age - 35 to 45</p> <p>Required Qualifications:</p> <ul style="list-style-type: none"> - Candidate possessing Graduate degree <p>Candidate possessing minimum 5 years of working experience as Facility Officer need to apply.</p>	<p>(1) Technology savvy. With use of Marathi language too.</p> <p>(2) Must have capacity to handle multiple tasks</p> <p>(3) Marathi and English drafting skill</p> <p>(4) Magnificent relational abilities</p> <p>(5) Strong problem – solving and analytical abilities</p> <p>(6) Practical insight and dynamic inclination.</p>	<p>The job role of a Facilitator involves the following duties:</p> <p>Day to day responsibilities:</p> <ul style="list-style-type: none"> -Maintaining and timely updating original record in respect of the Campus / Property details like 7/12, extract, Property Card, NA Tax order, Building Plans etc. in such a manner to retrieve the same immediately when needed. -Use of Digi Locker - Renewing Fire and incidental insurance policies in respect of the property. - Supervising Timely payment of monthly/periodical bills in respect of electricity, Taxes water etc. - Ensuring correctness of monthly / periodical bill of abovementioned bills. -Keeping an eye over working of meters, sub-meters based on which monthly facility bills like electricity etc. are raised. -Ensuring timely payment of Rent (if applicable), Rates and Taxes and maintain

			<p>file and up to date record regarding the same.</p> <ul style="list-style-type: none">– manage the day to day running of all aspects of the estate– manage the day to day security and safety aspects of the estate– manage day to day care and maintenance of gardens and estate buildings– manage routine domestic duties and general cleanliness in the estate– manage safety and security of estate – key holder duties and liaising with security team– ensure that someone is in residence on the estate at all times– to manage and maintain required standards– to provide knowledge input and advice relating to all aspects of the estate management– to carry out an agreed annual programme of maintenance work in order to maintain the estate to the required standard– regularly inspect any structures
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			<ul style="list-style-type: none">– ensuring essential repairs, replacements are carried out as part of the maintenance programme– ensure that tasks are planned and carried out in accordance with requirements, to applicable standards and within prescribed time limits– ensure compliance to applicable codes, procedures and legislation including health and safety– maintain accurate records/documentation associated with your work– report to Principal Authority-immediately report problems/failures that may impact on the estate and/or its visitors, clients/customers to Line Manager– meet your targets and contribute to those of the estate team as a whole– contribute towards the efficient running of the estate team– adhere to all estate policies and procedures– identify hazards, defects; to ensure compliance with applicable codes, law, working practices and health and safety
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			<ul style="list-style-type: none">– manage absences and allocate staffing and workloads of estate team members– supervise, manage and direct the overall performance of the estate team– subject to agreed criteria, recruitment, training, set action and targets, appraise and manage performance, development, coaching and general support of all team members to ensure targets are met– maintaining accurate records and accounts as required and reporting as agreed– set an example for estate team members of commitment, work ethic and habits and personal character – responsibly use resources and control expenses to operate within budgetary controls– adhere to all estate policies and procedures-From time to time you may be expected to be part of special projects as are reasonably required of your job role.-You are responsible for your allocated workload and must meet all targets as agreed with your Line Manager. You must
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			contribute towards the smooth running of the estate generally.
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