

# Job Description

**Position:** Facilities and Maintenance In-Charge

**Reporting Relationship:** Operations and Facilities Manager

**Salary Placement:** According to ISD Administrative Salary Scale

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International School Dhaka (ISD) is a well-established, authorized IB World School offering PYP, MYP and DP programs. We are also accredited by the Council of International Schools (CIS) as well as the New England Association of Schools and Colleges (NEASC).

**Role Overview:** The Facilities and Maintenance In-Charge is responsible for overseeing the daily operations and maintenance of the school's infrastructure. This role includes managing consumption reports, planning preventive maintenance, handling weekend activities, coordinating with external vendors for repairs, and ensuring cost-saving initiatives. The Facilities and Maintenance In-Charge will ensure a safe, clean, and well-maintained environment conducive to effective teaching and learning.

## Key Responsibilities:

### 1. Daily Monitoring and Reporting:

- Oversee daily operations of all maintenance activities including HVAC, plumbing, electrical systems, and general repairs.
- Track and report daily consumption of utilities (electricity, water, gas) and identify areas for potential savings.
- Prepare and submit daily reports on resource usage and maintenance tasks completed.

### 2. Preventive Maintenance Planning:

- Develop and implement a preventive maintenance schedule for all key equipment and facilities (AC units, generators, plumbing systems, etc.).
- Coordinate with the in-house team and external vendors to ensure timely execution of preventive maintenance activities.
- Keep detailed records of all maintenance activities performed and monitor for any recurring issues.

### 3. Weekend and Special Activity Management:

- Plan and manage weekend maintenance activities, including deep cleaning, repairs, and major maintenance tasks that cannot be performed during school hours.
- Ensure proper scheduling of tasks to minimize disruptions and prepare the facilities for the upcoming week.

### 4. Cost Management and Savings:

- Identify and implement cost-saving measures for utility consumption, including optimizing the use of electricity and water.
- Track cost savings achieved through in-house team efforts and report monthly on these initiatives.
- Collaborate with the finance department to forecast and budget for maintenance expenses.

### 5. Repairs and Vendor Coordination:

- Supervise in-house maintenance staff and assign daily tasks based on priority.
- Prepare requisitions for any repairs or maintenance services required from external vendors.
- Coordinate with approved vendors for timely repairs and ensure all work meets quality standards.

## 6. Inventory and Resource Management:

- o Maintain an updated inventory of all maintenance supplies, tools, and equipment.
- o Monitor stock levels and place orders for necessary items to avoid shortages.
- o Ensure all tools and equipment are well-maintained and in good working condition.

## 7. Compliance and Safety:

- o Ensure compliance with all safety and health regulations related to school facilities.
- o Conduct regular inspections of school premises to identify potential safety hazards and address them promptly.
- o Maintain documentation of safety checks, incident reports, and maintenance records for audit purposes.

## 8. Team Coordination and Communication:

- o Lead the in-house maintenance team, providing training and guidance as needed.
- o Communicate effectively with the school's administration, staff, and external vendors to ensure smooth operations.
- o Conduct regular meetings with the maintenance team to review tasks, address challenges, and plan for upcoming activities.

## 9. Reporting and Documentation:

- o Prepare monthly maintenance reports, highlighting activities completed, cost savings achieved, and any issues faced.
- o Provide detailed documentation for all repairs, preventive maintenance, and cost-saving initiatives.
- o Present reports to the school management and provide recommendations for improvements.

## Qualifications:

- Bachelor's degree or diploma in Engineering, Facilities Management, or a related field.
- Experience in facilities and maintenance management, preferably in the service sector.
- Strong knowledge of building systems, HVAC, plumbing, electrical systems, and preventive maintenance.
- Excellent communication and organizational skills.
- Ability to handle multiple tasks and work effectively under pressure.

## Skills Required:

- Leadership and team management
- Budgeting and cost control
- Vendor management and negotiation
- Proficiency in maintenance management software
- Strong problem-solving and decision-making skills

## How to apply:

To apply for the vacant position, please submit your resume and a cover letter outlining your qualifications and interest in the role. Send your application to [hr@isdbd.org](mailto:hr@isdbd.org) with the subject line: "Application for "Position Title" by 10th December, 2024.