

Position Title: Head Facilities (equivalent to General Manager level in organizational hierarchy)

Position Overview:

The Head Facilities makes sure campus buildings and premises provide a wonderful experience to all students and employees, are well-maintained, safe, and meet all rules. This role involves managing a maintenance team, working with vendors, and setting up regular maintenance schedules. Being stakeholder centric and interacting well with students and employees is important.

Key Responsibilities:

- Maintain excellent upkeep of campus premises, focusing on housekeeping, cleaning, and hygiene. Provide logistic support for various institute events.
- Maintain a customer-centric approach, handle maintenance inquiries and issues promptly, and address student concerns.
- Oversee daily operations of campus facilities including electrical, plumbing, carpentry, civil, housekeeping, and security systems. Develop and implement preventive maintenance programs.
- Lead and supervise maintenance and janitorial staff, including scheduling and training.
- Develop and manage the facilities budget, track expenses, and negotiate vendor contracts.
- Ensure compliance with regulations, conduct safety inspections, and implement emergency response plans.
- Plan and manage space utilization, office moves, and provide information on available hostel rooms for student allocation.
- Implement initiatives to reduce energy consumption and promote environmental practices.
- Build and maintain relationships with local authorities and service providers to ensure smooth operations, compliance, and timely inspections and audits (e.g., Fire, MCD, Police).

Qualifications:

- Bachelor's degree in Hotel Management.
- 10+ years of experience in Facilities Management (housekeeping) in a reputed chain of hotels, preferably not below 4-star category.
- Knowledge of building systems, safety regulations, and maintenance procedures
- Eye for detail and commitment to high standards of cleanliness and hygiene.

Working Conditions:

- May require evening or weekend work.
- Ability to inspect facilities, including physical activities like climbing and accessing underground facilities.

Qualified and interested candidates are invited to submit their application along with a detailed resume to registraroffice@imi.edu