

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post : Facilities Manager
- Code : STC 35
- Salary : **Rs 38350 x 1225- 40800 x 1525- 49950 x 1625- 62950 x 1850 -68500 x 1950- 70450**
- Qualifications : A. By selection from among candidates who:
- (i) Possess a degree in Electrical Engineering or Mechanical Engineering or Civil Engineering or Mechatronics from a recognized institution;
 - (ii) Possess a Master's Degree in Electrical Engineering or Mechanical Engineering or Civil Engineering or Mechatronics from a recognized institution
- Or**
- An alternative qualification acceptable to the Corporation;
- (iii) Reckon at least 5 years' post degree experience in a maintenance/facilities environment in a position at supervisory level;
 - (iv) have excellent leadership, communication and managerial skills; and
 - (v) have good organising and supervisory skills.
- Candidates should produce written evidence of all experience claimed.
- Roles and Responsibilities : To be responsible to the General Manager for the efficient and effective leadership, organisation and management of the Maintenance/Facilities Unit of the Corporation.
- (1) To organise and ensure the timely and overall maintenance and up keeping of the Corporation's building and premises including associated infrastructures, plants and equipment;
 - (2) To design and implement preventive maintenance strategies and systems to ensure safe and efficient operation of the Corporation's facilities, associated infrastructures and equipment;
 - (3) To supervise and enforce the maintenance and smooth operation of utilities and communications infrastructures;

- (4) To manage security, parking, alarm and firefighting systems, archiving, cleaning and effective space;
- (5) To manage and maintain the Corporation's fleet of vehicles;
- (6) To manage projects, supervise and coordinate the work of contractors;
- (7) To respond appropriately to emergencies (cyclones and abnormal weather conditions) or urgent issues as they arise and deal with the consequences;
- (8) To ensure, through the Health and Safety Officer, that the Corporation's buildings, plant and equipment and premises meet health and safety requirements and that facilities comply with legislations;
- (9) To be responsible for the preparation of the annual budget for the operation and maintenance of the Corporation's headquarters/main building, premises, vehicle fleet and heavy equipment;
- (10) To advise on and implement actions to ensure efficient energy and water use and management;
- (11) To monitor and supervise team members;
- (12) To review employees' performance and contribution;
- (13) To use ICT in the performance of his/her duties; and
- (14) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Facilities Manager in the roles ascribed to him/her.