

Post: DGM/Sr. Manager – Technical

Nature of Job	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
Employment Terms & Remuneration	DGM: Scale (Rs.): 78,800-2,09,200* Sr. Manager: Scale (Rs.): 67,700-2,08,700* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
Position	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.

Qualification	Graduate in Engineering (Civil/Electrical/Mechanical) (Full Time from a reputed institute approved by AICTE).
Experience	15+ years for DGM & 10+ years for Sr. Manager in Maintenance Department.

Job Context

The incumbent will support Head of technical department and would be responsible for proper upkeep of SCOPE Complexes, efficient maintenance & timely upgradation of equipments, effective working of facility/services, regular co-ordination with statutory bodies, service providers, management of Convention Centre, engagements & co-ordination with constituents in matters of service and revenue/fees collection. S/He would also be responsible for promoting green building concept, energy conservation initiatives & update senior management team on latest developments in technical aspects of maintenance and statutory regulations/guidelines.

Job Description:

- Preparation of Annual Budget for upkeep/ maintenance of building, installations, equipments and service facilities in SCOPE Complexes.
- Oversee Electrical, Mechanical, Civil work and Heating, Ventilation, Air Conditioning (HVAC) facilities/installations and undertaking upgradation works.
- Co-ordination for issue of tenders & related activities for engagement of service providers and procurement of materials.
- Liaison with Govt. and Statutory Bodies, like DDA, Delhi Jal Board, Fire & Safety Department, BSES etc. for compliance of statutory obligations/requirements.
- Standardization and efficient management of spares and inventories for smooth maintenance & services.
- Maintaining data base for annual maintenance contracts and regular updation.
- Perform regular fire safety inspections of all facilities to meet necessary safety codes & regulations, respond to fire emergencies & arson crimes, investigate and take appropriate responsive actions.
- Organising programmes for education & training of all technical staff on fire safety code and preventive measures. Co-ordinating with statutory bodies for organizing safety mock drills for all occupants of the Complexes.
- Co-ordinating with constituents and organizing review meetings with Maintenance Management Committee on services and facilities, revenue/fees collections.
- Organising building inspections with support from domain experts, statutory authorities for identification of failures, shortfalls, violations and preparation of mitigation plans and its timely resolution.
- Management of Convention Centre - proper maintenance & upkeep, regular inspection/upgradation of electronic equipments for smooth & efficient functioning, bookings etc.

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