

## Job Description

**Job Title** : Assistant Manager – Electrical  
(For New Buildings) **Job Location** : Patiala

**Position Reports To** : CMS - Head

### Main Purpose

Responsible for the maintenance and repair of all instruments, and all the electrical equipment in the substation and associated facilities. Perform work of high skill in the repair, inspection, testing, adjustment, installation and removal of all obsolete electronic and electrical equipment and systems. Supervise Electrical. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the department.

Qualification	B.E/B.Tech/M.E (Electrical)/Diploma (Electrical) preferably. MBA would be desirable.
Experience	7-10 years of experience in the maintenance of large projects, mainly residential, offices or factories.
Competency	Excellent leadership and man management skills. Ability to manage a variety of cross-functional team members. Excellent organizational and follow-up skills. Competent in problem solving, team building, planning and decision making and commercially aware.

### Relationships

**Reports to:** CMS – Head

**Internal Relationships:** Team members, Deputy Director, Deans, Head Commercial, Finance Officer, Sr. Manager- Audit

### Specific Accountability & Job Responsibility

- Control and Execution of all MEP works in the student’s residences, academic building and sports facilities.
- Examine drawings, wiring diagrams and sketches to determine work required in a particular job.
- Carry out Mechanical, electrical, plumbing and drainage work as directed, including testing and repair of all mechanical & electrical equipment; repair and upgrading of existing services and the installation of minor works, to ensure that all sanitary arrangements conform to health and hygiene standards, and relevant statutes, bye-laws and regulations.
- Maintain competence in the use of power and hand tools required for general maintenance work in MEP.
- Design coordination with the architect to resolve the issues immediately.
- Monitoring the progress of the sub-contractors and giving them the targets.
- Preparation of Estimates of minor works & addition alternation jobs.
- Operation & Site of Electrical Installation including street lighting.
- Supervision of minor works.
- Developing and maintaining quality & safety standards.
- Manages maintenance personnel by setting direction and priorities.
- Take quick action over complaints and queries.

### Environmental, Health & Safety (SHE)

- Implement environmental strategies that impact on future ways of operating.
- In support with Head CMS, review the use of technological system that support a more environmentally friendly approach.
- Ensure that the department operates in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors.

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 10<sup>th</sup> Sept 19.