

Job Description

Name :

Position : Head of Maintenance

Company : Asset Arcade (Pvt) Ltd

Responsibilities

- Supervise and lead all maintenance processes and operations.
- Track expenses and oversee the budget for maintenance.
- Maintain all machinery and equipment to ensure it's at working standards.
- Create and implement maintenance procedures.
- Conduct regular inspections of the facilities to detect and resolve problems.
- Plan and manage all service, repair and installation activities.
- Ensure all inside and outside workers adhere to the safety policies and procedures.
- Assign repair schedules and evaluate repair cost estimates.
- Document and prepare daily progress reports and maintenance logs.
- Oversee equipment stock and place orders for new supplies when necessary.
- Carry out daily routine work.