

Position Guidelines			
Job Title	Executive/Sr Executive – Engineering	Department	Engineering
Reporting Manager	AGM - Engineering	Location	Thane
Position Summary			
<ul style="list-style-type: none"> <li>Operate, plan, schedule, estimate, and control &amp; implement all repairs, maintenance, and renovation of all services of the property</li> <li>Ensure economical &amp; efficient operations of mall utilities</li> <li>Ensure minimum down time of all services and equipments</li> <li>Supervise &amp; coordinate with agency staff &amp; shift personnel</li> </ul>			
Position Details			
<p><b><u>Occupant Delight</u></b></p> <ul style="list-style-type: none"> <li>Attend to all retailers complaints/Queries with regards to technical matters in mall operation within reasonably acceptable time</li> <li>Co-ordinate with fit out teams in controlling &amp; monitoring the fit out works and ensure that all the services are connected safely to the main services of the mall</li> <li>Ensure all hot works permitted within the store are carried out with safety and security compliance as per mall occupant's manuals</li> <li>Ensure billing of extra hours requested by retailers as per policy</li> </ul> <p><b><u>Visitor Delight</u></b></p> <ul style="list-style-type: none"> <li>Ensure all machineries and equipments like lift, escalators, DG, chillers etc are always in perfect working conditions</li> <li>Ensure all services like HVAC, plumbing etc are always in perfect working conditions</li> <li>Maintain optimized climatic control in all common areas</li> <li>Ensure that all safety norms are practiced with regards to all electrical fixtures &amp; fittings to prevent any untoward events</li> <li>Ensure compliance &amp; execution of agency staff about preventive maintenance calendar for all Plant &amp; Machinery &amp; same is implemented religiously</li> </ul> <p><b><u>Service Provider Management</u></b></p> <ul style="list-style-type: none"> <li>Technical evaluation / due diligence of vendors prior to appointment</li> <li>Assist the service provider while executing AMC for all HVAC, generators, elevators, escalators, pumps, firefighting, equipments, etc</li> <li>Check quality of tool inventory of M&amp;E, agency staff regularly and randomly</li> <li>Ensure adherence to SLA for all respective vendors &amp; submit non-compliance report to chief engineer</li> <li>Ensure at all point that contract workers are fully trained &amp; competent in attending to their specific jobs</li> <li>Manage attendance and leave data of all service providers and submit the same to CE</li> <li>Ensure effective usage/material management of material/ consumables utilized by agency staff</li> <li>Maintain a good liaison with all service providers and vendors</li> </ul>			

### **Risk Management**

- Check for safety clearance tag of maintenance crew and contractor to ensure safe working condition
- Check all safety & emergency equipments like sprinklers, fire detection, firefighting system and emergency exit lights are 100% in working order and maintain a zero tolerance to the same
- Vigilant about any emergency operation or safety drill carried out within the centre
- To work with relevant teams and take necessary preventive checks to avoid sabotage
- Update CE to renew any statutory licenses or compliances for equipment and property
- Assist in co-ordination with CSO that all necessary mock fire drills and evacuation are carried out.
- Participate in all third-party audit.
- Train all agency staff with regards to building layouts area wise floor wise and adequate them on the fire fighting and sprinkler system

### **CAM**

- Provide accurate inputs on consumption for CAM Calculation
- Should maintain power factor for consumption of electricity
- Provide details of consumption for accurate recovery of consumption of all utilities by retailers
- Calibration of all electric meter, water and all instruments periodically

### **Budgeting & Business plan**

- Assist the CE in preparing annual budget for operating expense for all plant machinery including repairs, replacement & maintenance

### **Engineering**

- Implement preventive maintenance schedule as per Plans & formulates preventive maintenance schedule for all the P&M as well as the asset in general to enhance the life of the asset

### **Co-ordination**

- Coordinate Services maintenance
- Co-ordinate with all contractors for mini projects work within the premises
- Coordination with electricity department, water department, with regards to any downtime or supply interruption
- Liaison & co-ordination with supervisors of all agencies/departments to get work done as per requirements & timely execution of assigned tasks

### **Mini Projects & Capex**

- Execute any project work within the premise of centre and ensures that the same is done by pre-approved and qualified vendors as per company procurement policies
- Ensure all safety and security policies are followed within the site of project by internal and contractual staff

Experience			
Qualification	Graduate in any field/B.Tech/B.E./AMIE – Electrical / Mechanical in IFRS/IND-AS experience.	Overall Experience	Engineering with minimum 3-5 years hands of experience in maintenance of PLC s, AC/DC Drives, Relay Logic controls, DG Sets, Air compressors, Chilling unit, Cooling towers, HVAC Chillers, Fire Detection system
Type of industry	Retail/ Real Estate/Hotels/Hospitals	Essential Experience	Engineering with minimum 3-5 years hands of experience in maintenance of PLC s, AC/DC Drives, Relay Logic controls, DG Sets, Air compressors, Chilling unit, Cooling towers, HVAC Chillers, Fire Detection system