

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

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 PLCs, 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 PLCs, AC/DC Drives, Relay Logic controls, DG Sets, Air compressors, Chilling unit, Cooling towers, HVAC Chillers, Fire Detection system