Facility Manager – ASGI

Adi Shankara Group of Institutions, Kalady

1. Qualifications, Experience, Knowledge and Skills Required

A. Educational Qualifications

- Bachelor's degree in Mechanical Engineering, Electrical Engineering, Civil Engineering, Facilities Management or an equivalent discipline from a recognised university.
- A degree or postgraduate qualification in Facilities Management, Operations Management, Infrastructure Management or Project Management will be an added advantage.
- Professional certifications in Facility Management, HVAC systems, Electrical Safety, Fire and Safety, Occupational Health and Safety, Energy Management or Building Maintenance are desirable.
- Training in preventive maintenance, building management systems (BMS), environmental management and emergency preparedness is preferred.
- Knowledge of applicable statutory requirements relating to buildings, electrical installations, fire safety, environmental protection and occupational health and safety is essential.

B. Professional Experience

- Minimum 5–8 years of relevant experience in facility management, infrastructure operations, building maintenance or campus administration.
- At least 2–3 years in a supervisory or managerial position managing technical teams, maintenance personnel, contractors and service providers.
- Experience in managing large educational campuses, hospitals, commercial buildings, industrial facilities or multi-building institutional environments is preferred.
- Demonstrated experience in the operation and maintenance of:
    - Electrical installations, transformers, generators, UPS systems and power distribution networks.
    - HVAC systems, ventilation and air-conditioning equipment.
    - Water supply, plumbing, drainage and sewage treatment plants (STPs).
    - Water treatment, pumping systems, rainwater harvesting and wastewater recycling facilities.
    - Fire detection, alarm and firefighting systems.
    - Lifts, escalators, building infrastructure and access-related facilities.
- Experience in annual maintenance contracts (AMCs), contractor management, procurement, budgeting and maintenance cost control.
- Proven ability to implement preventive and predictive maintenance schedules and minimise equipment breakdowns.
- Experience in managing housekeeping, landscaping, waste management, pest control and other outsourced facility services.

C. Technical Knowledge Required

The candidate should possess sound working knowledge of the following areas:

1. Building and Infrastructure Management

- Maintenance of academic buildings, laboratories, workshops, libraries, auditoriums, hostels, administrative blocks, roads, parking areas and common facilities.
- Identification and assessment of structural defects, seepage, cracks, roof leakage and other infrastructure-related issues.
- Coordination of civil repairs, renovation works, minor construction and infrastructure improvement projects.
- Monitoring the condition, functionality and safety of institutional assets.

2. Electrical and Mechanical Systems

- Basic understanding of electrical distribution, transformers, DG sets, UPS systems, earthing, lightning protection and electrical safety.
- Operation and maintenance of HVAC systems, pumps, motors, compressors and ventilation equipment.
- Monitoring of energy consumption, power quality and equipment efficiency.
- Coordination with licensed electrical contractors and authorised technical personnel for specialised work.

3. Water, Sanitation and Environmental Systems

- Operation and maintenance of STPs, water treatment systems, sewage networks, plumbing and drainage.
- Monitoring water quality, consumption, leakage and wastewater treatment performance.
- Knowledge of applicable environmental standards, waste segregation, disposal procedures and pollution-control requirements.
- Promoting water conservation, rainwater harvesting and sustainable campus practices.

4. Fire and Life Safety

- Knowledge of fire detection and alarm systems, extinguishers, hydrants, sprinklers and emergency exits.
- Coordination of fire safety inspections, emergency drills and evacuation exercises.
- Monitoring fire safety equipment, maintenance records and statutory inspection requirements.
- Ensuring emergency routes, staircases and exits remain accessible and unobstructed.

5. Facility Management Technology

- Working knowledge of Computerised Maintenance Management Systems (CMMS) and digital maintenance registers.
- Familiarity with Building Management Systems (BMS), energy monitoring systems and automated utility monitoring.
- Competence in MS Excel, maintenance dashboards, inventory systems and digital work-order management.
- Ability to analyse facility performance data and prepare management reports.

D. Essential Managerial and Operational Skills

- Maintenance planning: Ability to develop annual, monthly and weekly preventive maintenance schedules.
- Team leadership: Ability to supervise electricians, plumbers, technicians, civil maintenance staff, housekeeping teams and outsourced personnel.
- Vendor management: Ability to prepare scopes of work, assess technical proposals, monitor AMCs and evaluate service-provider performance.
- Budgeting and cost control: Ability to prepare annual facility budgets, estimate repair costs, control expenditure and identify cost-saving opportunities.
- Procurement and inventory management: Ability to assess material requirements, monitor spare parts, maintain inventories and prevent unnecessary purchases.
- Project management: Ability to plan and monitor repairs, renovation works, installations and infrastructure improvement projects.
- Safety management: Ability to conduct inspections, identify hazards, implement corrective measures and ensure safe working practices.
- Problem-solving: Ability to diagnose operational issues, prioritise urgent maintenance and minimise disruption to academic activities.
- Communication and coordination: Ability to coordinate with institutional heads, administration, finance, procurement, security and academic departments.
- Documentation and reporting: Ability to maintain asset registers, equipment histories, maintenance logs, statutory records and performance reports.

E. Personal Attributes

- Strong sense of ownership, accountability and professional integrity.
- A proactive approach to maintenance and prevention of equipment failure.
- Practical problem-solving ability and sound decision-making.
- Effective communication, negotiation and conflict-resolution skills.
- Commitment to energy efficiency, sustainability and responsible resource utilisation.
- Ability to manage multiple facilities and competing operational priorities.
- Willingness to attend to critical breakdowns and emergencies outside normal working hours when required.
- A service-oriented attitude, recognising that facility management directly supports teaching, learning, research and institutional administration.