

Job Descriptions

Position Title : Executive, Estate
Department : Estate Dept
Reports To : Manager, Estate Dept
Job Type : Full-time

Job Description Overview:

Supports the running of the Estate Dept

Job Requirement:

- Diploma in Civil, Construction and Building Engineering, or equivalent
- Technical knowledge (Surveyor) and basic general maintenance experience in: plumbing, electrical, gas, carpentry.
- Basic computer skills especially Microsoft Office
- Enthusiastic and self-motivated with a natural inclination to problem-solve
- Has effective communication skills and a passion to serve
- Able to work independently and a willingness to learn
- Candidates should also be willing to:
 - whenever necessary, work beyond normal officer hours due to work exigencies.
 - perform light physical work (e.g. climbing up the ladder to check on ceiling leaks, bending down to check on drainage pipes, doing estate walk-about).

Job Responsibilities:

Daily Duties:

- Daily supervision of the maintenance crew and repairs and maintenance
- Addressing students and residents' feedback on maintenance related matters
- Replace or repair faulty or worn parts of school property and procure and keep stock of new parts
- Organize and maintain inventory stock of spare parts for repairs
- Process payments to contractors for estate repairs and maintenance
- Carry out Planned Preventive and Corrective Maintenance on routine daily, weekly and other periodic checks as required by service and operational requirements and update checklists
- Maintenance of guest apartments
- Asset tagging of new estate equipment (e.g. aircons)
- Support security operations
- Manage Estate student helper on Ad-hoc duties
- Support in logistics and operations

Projects:

- Support college estate renewal and construction projects
- To analyse and design the structural components (concrete, precast, steel)
- Check drawings and quantities and ensure that the calculations are accurate for the project implementation;
- Liaise and assist in submission of all necessary permit, license to all relevant authorities for the project work;
- Carry out site in-progress inspection to ensure the works were executed to the required quality standard.
- Ensure proper documentation of the project, such as record correspondence, as-built drawings, and etc
- To monitor and prepare report for the delivered materials compliance to project's specification, codes of practices, BCA requirements & QA/QC policies.

Fire-safety:

- Assist Business / Estate Manager and the Fire Safety Manager (on contract) in fire-safety and equipment matters and execution of fire-drills

Others:

- Any other duties as assigned by Supervisor

Please send expressions of interest with a cover letter, CV, and any supporting materials to hr@sbcc.edu.sg.