

JOB DESCRIPTION

Job Summary:

The Senior Maintenance Officer will be responsible for overseeing and managing maintenance activities across multiple BCC premises. This role involves liaising with and coordinating the activities of all other in-house and third-party maintenance service providers.

Job Duties:

- Lead the team of Maintenance Service Providers, assigning tasks, providing guidance, and ensuring timely and safe completion of all maintenance activities.
- Act as the main point of contact for all maintenance related issues.
- Oversee all repair and maintenance work, ensuring adherence to safety measures and standards, and that work is completed within set timeframes.
- Liaise with external contractors and service providers to ensure maintenance services meet organizational expectations and contractual obligations.
- Develop, implement, and monitor preventative maintenance programs and strategies to reduce downtime, minimize repair costs, and prolong the lifespan of assets and equipment.
- Ensure accurate and up-to-date maintenance records, including completed jobs, inspections, inventory, and preventative maintenance schedules.
- Oversee the maintenance and storage of all tools, equipment, and supplies, ensuring that inventory levels are sufficient for ongoing operations.
- Coordinate the transportation of materials, equipment, and personnel to various site locations, ensuring logistics are managed efficiently.
- If required, operate company vehicles and ensure safe and timely transport of goods.

Additional Responsibilities:

- Attend to other tasks assigned by the management, which may include manual tasks and supporting broader operational goals.

Preferred Skills

- Proven experience in a similar role, preferably as a Maintenance Officer.
- In-depth knowledge of building systems, safety protocols, and preventive maintenance.
- Ability to motivate and lead the maintenance team.
- Experience working with external contractors and service providers.
- Valid driver's license in B1 and B2 category.