



JOB DESCRIPTION

Job Summary:

Maintenance Officer is responsible for coordinating maintenance and repair work in all BCC buildings.

Minimum Requirements:

Able to write and speak in Dhivehi and English, and perform job duties effectively

Desirable Criteria:

A candidate with car license and relevant work experience will be preferred

Remuneration Package:

Basic Salary	: 6,000.00
Service Allowance	: <u>4,000.00</u>
Total (MVR)	: 10,000.00

Job Duties:

- Conduct regular site inspections to identify problems and necessary maintenance
- Oversee and attend to all maintenance and repairs, and ensure that the work is completed timely and safely
- Conduct follow-ups on all maintenance and repair work and coordinate with external parties where necessary to complete tasks
- Ensure maintenance and repair services conducted by contractors meet performance standards
- Prepare and maintain accurate and up to date records of planned and completed repair jobs
- Maintain all inventory and equipment, and ensure proper storage
- Conduct safety inspections as scheduled
- Promote safe working environment and ensure adherence to work safety practices
- Ensure all preventative maintenance strategies and mechanisms are in place and implemented
- Attend to other manual tasks undertaken by BCC including but not limited to: transportation of products to and from site locations.
- If required, drive company vehicle and arrange logistics to various locations in a timely manner

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.