

Maintenance Agent			
Job Title	Maintenance Agent		
Division	Human Resources		
Department	Human Resources		
Section	Human Resources		
Location	IBU-Egypt	Direct Reports	
Reports To	Manager - HR & Admin	Version Number	1
External Relations	Firefighting vendors	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Responsible for all new branches' renovations and the minor & major repairs, installation, and maintenance within the facility assigned to, not limited to electrical, mechanical, painting jobs, carpentry, & masonry. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Keeping a record of all the maintenance and service activities conducted in the facility.
- Assist and support all renovations in all SMSA -Egypt branches.
- Support in reducing the cost and expenses of the maintenance provided that to be aligned with all SMSA standards.
- Efficiently managing time, meeting deadlines, and completing all tasks assigned by the supervising authority.
- Identify minor and major defects and malfunctions within the facility and repair them.
- Comply with all corporate policies and the Occupational Safety and Health Administration Rules (OSHA) while working.
- Coordinate work functions with fellow workers and other departments of the organization.
- Performs preventive maintenance procedures on equipment assigned such as but not limited to air conditioning unit, facility lighting, & plumbing on a scheduled basis.
- Responds to emergency maintenance requests as required.
- Maintains and keeps records of his supplies and types of equipment.
- Performs outside custodial duties.
- May obtain estimates for supplies, and repair parts; order parts as needed
- May perform other related duties as may be assigned by his immediate superior.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.

- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical	
Behavioral Competencie	
Initiative	Level 1
Resource Management	Level 1
Technical Competencie	
Management of Health & Safety Knowledge	Intermediate

Competencies – EHS
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting

Organizational Competencies
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry. <div style="text-align: center;">or</div> High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position <div style="text-align: center;">or</div> High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: