

## Executive - Facilities Management

Job Title	Executive		
Division	Human Resources and Administration Division		
Department	Administration Department		
Section	Facilities Management		
Location	Head Office	Direct Reports	None
Reports To	Facilities Manager	Version Number	1
External Relations		Guide Number	7012
Internal Relations	All departments and branches	Job Code	

### Basic Function

Maintaining the integrity of company buildings and equipment through the implementation of remedial and preventive maintenance according to maintenance plans; providing support to departments through the provision of supplies and needs necessary to perform their jobs consistent with quality and service expectations; and ensuring organizations operate efficiently by expertly planning and directing building-related services. Fully understand, drive and promote SMSA vision, culture and values.

## KEY Responsibilities

### General

- Attend to location for the work being requested with the senior management to review plans, developments, and progress.
- Receive maintenance requests from departments and assesses the extent of damage and determines the type and size of the maintenance to be implemented.
- Make evaluation of the damaged or broken equipment or parts.
- Purchase the materials or spare parts needed.
- Install parts and test run the equipment and put it back online.
- Check and maintains that all facilities and offices are safe and in a very comfortable working conditions.
- Maintain the required facilities meet the highest standards for global competitiveness and satisfaction for costumers.
- Advise on health and safety and risk management.
- Monitor performance.
- Maintain communications networks between all parties.
- Ensure all building, environmental and other specifications are met.
- Ticketing system

### Planning

- Participate in the development of maintenance plans and company's facilities inspection visits plans.
- Assist with planning requirement of materials and tools needed for maintenance operations.
- Facilitate budget management.

## Maintenance

- Maintenance of buildings and branches:  
Oversee implementation of maintenance programs and ensure accordance with the plans.
- Conduct field visits to buildings and branches to ensure their safety and the preparation of reports on the status of each branch and building.
- Receive maintenance requests from departments and branches and estimate the size of maintenance required.
- Prepare and deliver maintenance orders for technicians to start the implementation of maintenance operations.
- Oversee implementation of maintenance operations to ensure are in accordance with the requesting department.
- Communicate with other departments and branches requesting maintenance operations after the implementation of maintenance work to ensure failures were repaired as required and there are no notes about the work that was performed
- Maintenance of equipment:  
Receive broken equipment from departments (such as fax, telephone, printer, etc.).
- Contact maintenance companies and provide broken equipment.
- Follow-up with maintenance companies until the completion of maintenance operations.
- Receive devices after the implementation of maintenance operations and ensure the high quality service and that the equipment is safe and suitable for use.
- Deliver equipment to departments after the repair.

## EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.

- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Communication	Level 2
Continuous Learning	Level 2
Technical Competencie	
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced

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

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

Decision Making

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

Qualification : Education and Experience
<p>●Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.</p> <p>or</p> <p>●Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</p> <p>or</p> <p>●Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

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