

Job Description

Job Title : Assistant Manager - Electrical **Location** : Patiala
Reports to : General Manager - CMS

Main Purpose

Responsible for the maintenance and repair of all instruments, and all the electrical equipment in the substation and associated facilities. Perform work of high skill in the repair, inspection, testing, adjustment, installation and removal of all obsolete electronic and electrical equipment and systems. Supervise Electrical. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the department.

Qualification	B.E/B.Tech/M.E (Electrical)/Diploma (Electrical) preferably. MBA would be desirable.
Experience	More than 6-8 years of experience in the maintenance of large projects, mainly residential, offices or factories.
Competency	<ul style="list-style-type: none">• Strong interpersonal skills, including influencing and networking• Excellent communication skills; both written and verbal• Persuasiveness and assertiveness. Strong commercial acumen.• Leadership & ability to work in teams.• Ability to manage a variety of cross-functional team members.• Excellent organizational and follow-up skills.• Competent in problem solving, team building, planning and decision making & commercially aware.

Specific Accountability & Job Responsibility

General and Task Management

- Control and Execution of all Electrical works in the student's residences, academic building and sports facilities INCLUDING FIRE FIGHTING EQUIPMENTS AND RELATED JOBS.
 - Examine drawings, wiring diagrams and sketches to determine work required in a particular job.
 - Carry out Mechanical, electrical, plumbing and drainage work as directed, including testing and repair of all mechanical & electrical equipment; repair and upgrading of existing services and the installation of minor works, to ensure that all sanitary arrangements conform to health and hygiene standards, and relevant statutes, bye-laws and regulations.
 - Maintain competence in the use of power & hand tools required for general maintenance work in MEP.
 - Design coordination with the architect to resolve the issues immediately.
 - Monitoring the progress of the sub-contractors and giving them the targets.
 - Preparation of Estimates of minor works & addition alternation jobs.
 - Operation & Site of Electrical Installation including street lighting.
 - Supervision of minor works.
 - Preparation of muster-rolls.
 - Performs management by supervising maintenance personnel and establishing priorities in maintenance schedules.
 - Developing and maintaining quality & safety standards.
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Thapar Institute of Engineering & Technology

Deemed to be University



- Manages maintenance personnel by setting direction and priorities.
- Take quick action over complaints and queries.
- Should manage healthy environment within the team.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
 - Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by **22nd Feb 2023**.
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