

Job Description of Estate Manager

JOB TITLE	Estate Manager	DEPARTMENT	Estate Management Department
REPORTS TO	Director	SUBORDINATES	Jr. / Assistant Engineer – Civil Jr. / Assistant Engineer – Electrical
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)

JOB PURPOSE

To ensure the management and upkeep of land and building, facilities management and operational support services relating to the built environment to help implement and deliver the range of estates improvement and development projects across the campus ranging from refurbishment, remodeling and new build projects for LNMIIT as per strategic plan, Institute’s policies, rules and regulations as well as regulations / laws / statutes / circulars issued by appropriate bodies / government so as to ensure legal and financial compliance. To plan, monitor, oversee and ensure the timely and cost-efficient completion of construction projects with statutory requirements.

RESPONSIBILITIES

<i>Area</i>	<i>Key Activities</i>
Repairs , Maintenance & proper usage	<ul style="list-style-type: none"> • Organizing and checking repairs and maintenance of the civil, electrical, plumbing needs of the own or hired existing buildings of LNMIIT and give overall operating direction to the team with regards to quality, timelines etc. for repairs & maintenance • Planning of Maintenance schedule of Supply Chain Management. • Maintenance and upkeep of STP, Power Station, Solar energy plant, DG sets, Power Backups, Rain Water Harvesting, ACs, Water Coolers, Desert Coolers, overhead water tanks etc. • Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus • Making sure properties and man power are being used for their intended purpose
Support Services	<ul style="list-style-type: none"> • To coordinate indenting of Vendors, execution of agreements and monitoring of their working and performance in accordance with terms and conditions of the agreement for the following outsourced support services in the campus in coordination with concerned department and officers.

<i>Area</i>	<i>Key Activities</i>
	<ul style="list-style-type: none"> ➤ Gardening and horticulture ➤ House Keeping ➤ Security services ● Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.
Project-Civil works and Buildings	<ul style="list-style-type: none"> ● Planning the building needs, preparation for construction of new buildings as per needs, ● Seeking necessary approvals for building plans, statutory approvals as per building by laws, Coordination with Government agencies for building and construction and completion/ occupancy certificate ● Manage on-site construction activities. Designing and estimation, construction management. ● Responsible for assisting in negotiation of the contracts of contractors, communicating with architects and construction agencies, meeting with construction managers, and coordinating the delivery of materials with vendors. ● To correspond with bidders for techno-commercial queries including price implications. ● To compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. To engage with bidders along with Purchase Officer for commercial negotiations. ● Track the status of requisitions, contracts, and orders on an overall basis. ● Prepare Progress Reports focusing on project progress, job status, and costs and submit the information to PMMC. ● Ensuring that projects are delivered to meet high expectations ● Dealing with tenancy applications and monitoring tenancy agreements of shops and hired accommodation
Estate management	<ul style="list-style-type: none"> ● The Estate Manager will oversee the systems that keep LNMIIT estate running. This includes the annual budget, the schedules for all employees under Project and Maintenance department, use of estate facilities and the management of payrolls of contractual labours under project. ● Responsible for Roads, street lights, drainage management ● Guest house management and hospitality
Safety Management	<ul style="list-style-type: none"> ● Obtaining Fire safety and complying with conditions of fire safety

<i>Area</i>	<i>Key Activities</i>
	<ul style="list-style-type: none"> • Planning and active measures for safety and protection of campus from Monkeys, dogs, reptiles, honey bees and other harmful animals • Ensuring safety measures of the workers in the campus • Power safety measures for all planned events
Others	<ul style="list-style-type: none"> • Ensuring proper steps for energy optimization • checking the potential of property for both short and long term use • keeping up-to-date with land management, building control and environmental issues • Attending meetings and working with other departments and organizations in all matters related to Land and Buildings • The role will require strong interpersonal skills and to confidently operate in the professional manner at a senior level within the institution.

QUALIFICATIONS

Educational Qualifications

1. Bachelor's Degree or equivalent grade in Engineering/ Master's degree in Science from a recognized University/Institute.
2. 10 years relevant experience after highest required degree.

Desirable :-

1. Experience of managing the estate of comparable organization.
2. Experience in handling large construction project, knowledge of Computer-aided Design/ (CAD) and latest management Technology/other relevant software applications.
3. Experience of civil maintenance planning and execution of civil works, designing and estimation, construction management of large projects.