

The LNM Institute of Information Technology, Jaipur
Job Description - Junior Engineer - Electrical

JOB TITLE	Junior Engineer (Electrical)	DEPARTMENT	Estate Management Department
REPORTS TO	Director/ Estate Manager	SUBORDINATES	Project maintenance staff
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)

JOB PURPOSE

To ensure the management and upkeep of electrical and related requirements of building, facilities management and operational support services relating to the electricity and related needs to help implement and deliver the range of estates improvement and development projects across the campus ranging from refurbishment, remodeling and new building 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 electrical and related jobs of new 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 electrical, and related needs of the owned or hired existing buildings of LNMIIT • Planning of Maintenance schedule of all campus facilities & amenities and Supply Chain Management. • Maintenance and upkeep of Power Station, Solar energy plant, Solar power devices, DG sets, Power Backups, ACs, Water Coolers, Desert Coolers, design and maintenance of indoor and outdoor lights, roads, sports complex and boundary lightings. • Give overall operating direction to the team with regards to quality, timelines etc. for electrical and related repairs & maintenance • 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. <ul style="list-style-type: none"> ➤ Security services • Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.

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<i>Area</i>	<i>Key Activities</i>
Project-Electrical works	<ul style="list-style-type: none"> • Planning the Electrical and related needs of the new upcoming buildings • Manage on-site Electrical and related activities. Designing and estimation, installation management. • To assist in negotiating the contracts of contractors, communicating with architects and construction agencies, meeting with construction managers, and coordinating the delivery of electrical and related materials with vendors. • 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 related requisitions, contracts, and orders on an overall basis. • Prepare Electrical and related Progress Reports focusing on project progress, job status, and costs and submit the information to PMMC.
Estate management	<ul style="list-style-type: none"> • Preparation of the annual budget for electrical and related requirements, the schedules for related employees under Estate Management department,
Safety Management	<ul style="list-style-type: none"> • 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 • The role will require strong interpersonal skills and to confidently operate in the professional manner within the institution. • Assessing the skills of the subordinate staff and preparing schedule for skill upgradation.

QUALIFICATIONS

<p><u>A. Essential:</u> <u>Qualifications</u></p> <ol style="list-style-type: none"> 1. B.E. / B. Tech. in Electrical Engineering from a recognized University / Institute with academic record. <p><u>Experience</u></p> <ol style="list-style-type: none"> 2. Three years relevant work experience in Installation, Testing & Commissioning of Electrical Equipment, air-cooling machines, Air conditioning system, HT Panels including new projects and routine maintenance works preferably in Industries, Institute or University. 3. Preparation of Estimates, Knowledge of computer application with relevant operating knowledge of software. 4. Liaising with Govt./Statutory bodies for related work. <p><u>B-Desirable:</u></p> <ol style="list-style-type: none"> 1. Work experience in Installation, Testing & Commissioning of VRV, RMU Switchgears, Motors, Transformers, Solar plant etc. Operation and maintenance of lifts, DG sets, 33/11KV sub-station supervision and electrical distribution system. 2. Working Knowledge of latest management Technology/other relevant software applications with Good Supervisory skills with ample technical knowledge. 3. Experience of plumbing maintenance planning and execution of plumbing works, designing and estimation, installation management of plumbing works of large projects.
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