

Building Supervisor

JOB ROLE DESCRIPTION

The Building Supervisor coordinates the facility operations and maintenance activities, including retrofitting works. He/She is familiar with the facilities management requirements and attends to users' requests and feedback. He also ensures that execution of the facilities operations, repairs and retrofitted works complies with the quality and safety standards, regulations and organisational Workplace Safety and Health (WSH) practices. He also ensures the works are carried out within the budgets.

He is organised, resourceful and people and service-oriented. He works at designated properties during business hours but is required to be on call after office hours in cases of emergency situations.

CRITICAL WORK FUNCTIONS AND KEY TASKS/PERFORMANCE EXPECTATIONS		
CRITICAL WORK FUNCTIONS	KEY TASKS	PERFORMANCE EXPECTATIONS
Manage facility operations	• Track movements of building assets • Coordinate facility operations and retrofitting activities • Inspect the conditions of building assets • Complete documentation on procedures and schedules of custodial services • Draw consumable and non-consumable items when required • Coordinate routine maintenance services of third-party service providers • Attend to users' requests and feedback	In accordance with: • Building Control Act • Building Maintenance and Strata Management Act • Electricity Act • Environmental Public Health Act and Regulations • Fire Safety Act • Public Utilities Act • Public Utilities (Water Supply) Regulations • Sewerage and Drainage Act • Sewerage and Drainage (Surface Water Drainage) Regulations • Workplace Safety and Health Act Note: Performance Expectations are non-exhaustive and subject to prevailing regulations
Drive safety and sustainability	• Ensure compliance with regulatory and organisational Workplace Safety and Health (WSH) policies and practices • Report accidents, near misses and incidents in accordance with WSH reporting practices • Ensure compliance with Environmental Management Systems (EMS) standards and practices • Ensure compliance with Environmental Sustainability regulatory and organisational requirements	
Drive continuous improvement initiatives	• Engage in continuous improvement initiatives to improve time, cost and quality management • Provide input on the use of latest smart facilities management trends or technologies	

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TECHNICAL SKILLS AND COMPETENCIES			
Building Management System Implementation and Control	Level 2	Integrated Digital Delivery Application	Level 2
Condition-based Assets Monitoring Management	Level 1	Inventory Management	Level 3
Continuous Improvement Management	Level 2	Manpower Planning	Level 4
Emergency Response Management	Level 2	Quality System Management	Level 2
Engineering Drawing Interpretation and Management	Level 1	Robotic and Automation Technology Application	Level 2
Facilities Shut-down and Re-start	Level 2	Security Surveillance Management	Level 1
Fire Protection System Maintenance	Level 1	Smart Facilities Management	Level 1
Green Facilities Management	Level 2	Workplace Safety and Health Culture Development	Level 2
Incident and Accident Investigation	Level 2	Workplace Safety and Health Framework Development and Implementation	Level 3
GENERIC SKILLS AND COMPETENCIES (TOP 5)			
Teamwork	Basic	Decision Making	Basic
Service Orientation	Basic	Interpersonal Skills	Basic
Resource Management	Basic		