

Job description

Facility Manager

Responsibilities

- Develop and implement strategic plans for the maintenance and improvement of school facilities.
 - Ensure facilities support the school's educational goals and operational requirements.
- Oversee the maintenance of all school buildings, grounds, and infrastructure.
 - Implement and monitor preventive maintenance programs to ensure the longevity of facilities and equipment.
 - Manage and resolve emergency repair situations promptly and effectively.
 - Develop and maintain tools, including SW applications, to track maintenance activities.
- Lead, mentor, and manage the facilities team, including recruitment (in coordination with school management), training, and performance evaluation.
 - Foster a collaborative and high-performance culture within the team.
 - Planning, directing and running daily operations of the maintenance team (school's technical workers and service providers).
 - Provide a first line contact for staff, to provide an effective response to queries and complaints and to provide proper information and communication to requestors.
 - Carry daily walk-rounds ensuring general functioning of equipment. Follow up on action items.
 - Trigger corrective actions.
 - Recommend to the DAF improvements that could be made to the cleaning service, to the technical service.
 - Record and monitor costs and expenses for maintenance.
 - Ensure building plans, technical plans, inventory are up to date.
- Develop and manage the annual facilities budget, ensuring financial efficiency and cost control.
 - Prepare financial reports and forecasts for senior management.
 - Advise management on the maintenance associated quotations and expenses (technically and financially).
- Contract Management skills
 - Review and improve existing contracts.
 - Actively manage Service Level Agreement.
 - Create and maintain dashboards.
 - Evaluate vendor performance and maintain effective relationships.
- Procurement skills
 - Define clear scope of maintenance activities (internal and external).
 - Compare and assess proposal received for outsourced maintenance activities.
 - Ensure all vendors are qualified and compliant to the required standards.
 - Participate to negotiations with external service providers.
- Ensure all school facilities comply with local, state, and federal regulations, including health and safety standards.
 - Develop and implement safety policies and emergency response plans.
 - Conduct regular safety audits and drills.
- Develop and implement sustainability initiatives to reduce the school's environmental footprint.
 - Promote energy efficiency and resource conservation.
- Manage inventory
 - Keep track of school assets (including IT) and consumables.

- Fleet Management
 - Maintain fleet, preventive, corrective, and administrative.
- Reporting to DAF (Finance and Administration Director)

Key Performance Indicators (KPIs)

- **Maintenance Completion Rate:** Percentage of maintenance tasks completed on time.
- **Facility Uptime:** Percentage of time facilities are fully operational without interruptions.
- **Budget Adherence:** Alignment of actual expenses with the budget.
- **Safety Incident Rate:** Number of safety incidents or violations per year.
- **Vendor Performance:** Percentage of vendors meeting service level agreements.
- **Energy Consumption:** Reduction in energy use and improvement in sustainability metrics.

Skills and Qualifications

- Minimum 5 years' experience in facility management
- Sound technical/engineering background
- Capable to animate a team
- Capable to provide effective reporting to management
- Strong contract management skills
- French speaking would be a plus

This is a locally recruited position. The position is available immediately.

Applications + CV to be sent by e-mail: lyceefrancais@lflp-lagos.com latest September 27th 2024.