

**Post Name****Assistant Manager (Civil & Maintenance)****Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

**Roles & Responsibilities**

- Conduct site visits and surveys to gather data and assess project requirements.
- Perform calculations and analysis to support design decisions and ensure structural integrity.
- Supervise staff to ensure that maintenance tasks are performed to high standards.
- Signup vendors to get the maintenance work done at optimal cost and best quality.
- Develop and implement maintenance schedules and protocols to maintain a safe and maintained environment.
- Assist with the preparation of project proposals, estimates, and budgets.
- Liaise with external vendors and contractors for construction, interiors, maintenance, repairs, and other facility-related services.
- Assist with office space planning and layout optimization to maximize efficiency and productivity.
- Conduct regular safety inspections and address any issues promptly.
- Participate in project meetings to provide updates on design progress, address concerns, and resolve issues as they arise.
- Conduct regular inspections of the office premises to identify maintenance needs and safety hazards.
- Coordinate repairs and maintenance tasks, including HVAC systems, plumbing, electrical, and general building maintenance.
  
- To manage day-to-day construction / maintenance activities on site.
- To work out estimate and proposals for new jobs.
- Daily monitoring of jobs being executed under Annual Rate Contracts.
- Discuss daily execution plans of assigned construction project of the University with the Campus Director and Assistant manager/Manager.

- Explain the execution steps to the agencies involved in the construction project. Ensure that they have proper understanding of the tasks to be completed.
- Supervise the work being done by the construction agencies. If they are not executing the work as per stipulated technical specifications and drawings, it should immediately be reported and ensure the work is done as per the standards and requirements.
- Identify any issues related to workmanship, quality, wastage, slow progress of work with respect to the agencies. Report the issues to Campus Director.
- Suggest solutions to fix those problems and agree the implementation steps with team. Implement the solutions and monitor progress.
- Report the progress to Campus Director on daily basis. Identify potential issues with execution steps, timelines, resources etc and recommend corrective actions.
- Coordinate with procurement & stores for material needs of the site. Identify potential issues with material availability and help the stores assistant in taking corrective actions.
- Any other task assigned by Campus Director.

**Qualification**

BE/B.Tech in Civil Engineering

**Experience**

A minimum of 4 to 5 years of relevant experience in civil engineering, particularly in site management and construction projects

**Skills**

- Strong knowledge of construction methods, materials, and legal regulations.
- Excellent leadership and organizational skills.
- Ability to manage multiple projects and priorities simultaneously.
- Strong communication and interpersonal skills.
- Proficiency in AutoCAD software and other design tools.
- Ability to work under pressure and meet tight deadlines.

**Reporting**

Campus Director, GSFCU

**Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- The consolidated salary
- PF as per applicable statutory norms

**Other Benefits**

- Increment based on PMS score as per the PMS policy for Non-Teaching staff
- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Selection Procedure****Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

**Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

**Location**

Vadodara, Gujarat.