

Position	Deputy General Manager- Infrastructure Development & Maintenance
Educational Qualification	<p>Essential:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Civil Engineering from AICTE/ UGC recognised University /Institute <p>Desirable:</p> <ul style="list-style-type: none"> • Post Graduate Diploma in Electrical Engineering • MBA in Project Management from a recognised University
Experience	<ul style="list-style-type: none"> • Minimum 20 years' post qualification experience in civil engineering projects out of which at least 15years' experience in project management of construction and maintenance of multi-storied commercial buildings. • Minimum 15 years' experience in maintenance of buildings and infrastructure facilities. • Minimum 10 years' experience in commercial real estate sales and marketing
Age	Up to 57 years
Salary (CTC PA)	Rs. 20.50 lakhs (Approx)
Desired Exposure	<ul style="list-style-type: none"> • Experience in successful completion of commercial/ industrial infrastructure projects. • Experience in maintenance of old buildings and infrastructure facilities. • Knowledge of PWD Schedules, IS Codes and infrastructure regulatory guidelines. • Creation and checking of Bill of Materials for civil infrastructure. • Experience in commercial real estate sales and marketing. • Knowledge of accounts and legal agreements.
Reporting To	General Manager- Infrastructure Development & Maintenance
Engagement Type	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal or until attaining the age of 60 years whichever is earlier.
Job Roles & Responsibilities	<ul style="list-style-type: none"> • Responsible for all technical aspects of Infrastructure Projects. Responsibilities will include technical as well as timely & cost effective delivery of the projects. • Monitoring, quality control, supervision and inspection of existing and upcoming IT Parks, Hardware parks, Electronic Manufacture Cluster Projects with major emphasis on building structures and allied works including Fire- fighting, HVAC, Elevators etc. • Development of technical specifications, project and safety procedures and policies for execution of various civil works. • Co-ordination with consultants for getting deliverables. • Preparation of estimates, tender documents and work orders. • Preparation of annual budget. • Development of risk mitigation strategy. • Civil and electrical maintenance of all buildings of the company • Management of maintenance contracts. • Marketing and sales of commercial IT space to IT/ ITeS/Electronics Companies. • Achieve real estate business target budget. • Ensure timely collection of rent/ payments and debtor management. • Management of licenses and other statutes at various IT Parks and WBEIDC premises across the state.