

JOB DESCRIPTION - FACILITIES MANAGER

Tashkeel is a contemporary art and design organisation based in Dubai. It wishes to appoint an experienced individual to manage its properties. This is a new position and the successful candidate will be required to establish a facilities management system that fully meets the needs of Tashkeel.

The Facilities Manager should have a strong understanding of industrial and residential property management. Working closely with all members of the Tashkeel team, excellent organisational, planning, communication and interpersonal skills are required for this role. Reporting to the Deputy Director, the Facilities Manager will be responsible for the maintenance of its buildings, which play a vital role in the fulfilment of the Tashkeel mission.

Tashkeel currently consists of:

- One 2,800sq.m G+1F building in Nad Al Sheba 1 (built in 1987) and a traditional house in the historical neighbourhood of Al Fahidi. Over the past ten years, several projects have been undertaken to open up new spaces and upgrade facilities in the Nad Al Sheba site, which includes studios for the practice of specific artistic disciplines (digital, 3D, darkroom, photography, printmaking, textile printing); a library; kitchen/lounge, gallery, restrooms, stores, workspaces and offices.
- One G+1F house in Al Fahidi contains five artist studios, two gallery spaces, restroom and kitchen.
- Four residential apartments in two districts of Dubai, which provide accommodation to guests.

Currently working alongside an IT engineer, General Administrative Assistant and the rest of the team, the Facilities Manager will be responsible for planning and delivering the maintenance, upkeep, security and care of Tashkeel's sites, working closely internally as well as externally with contractors, consultants and government authorities. He/She will oversee providers for services that include but are not limited to security, parking, cleaning, technology and ensure that basic facilities, such as water, heating and a/c are well-maintained. The Facilities Manager will also advise on increasing energy efficiency and cost-effectiveness, and manage utilities and telecommunications infrastructure, and assist with IT infrastructure. This will be measured by key performance indicators.

Between 2018 and 2020, Tashkeel will undertake a major capital project on its site in Nad Al Sheba 1, which will further strengthen the organisation's position in the country's creative and cultural sector. The Facilities Manager will support the 2018-2020 building project, by working alongside the Deputy Director and liaising with the architect, specialist consultants and contractors to ensure proper handover of the building together with all relevant documentation as specified below.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Inspect and ensure the upkeep of all sites as presentable, clean and safe
- Prepare and monitor the Facilities Management annual budget and accurately forecast expenditure, taking and implementing decisions relating to building and facilities maintenance, planning and operations in conjunction with the Deputy Director and Finance.
- Prepare and monitor the Utility Supplies annual budget, ensuring this is regularly reviewed in conjunction with the Deputy Director and Finance.

- Maintain the upkeep of the police cabin. Identify areas in need of maintenance, repair or improvement and resolve.
- Inspect all sites on a minimum of a weekly basis. Identify areas in need of maintenance, repair or improvement around the sites, implement response time targets to resolve, reporting to the Deputy Director on a regular basis.
- Maintain and monitor all service provider contracts, ensuring issues and deficiencies are accurately reported and efficiently rectified, including but not limited to; DEWA, Etisalat, fire detection/prevention, landscaping/gardening, internal plants, sanitation, cleaning and all delegated contractors for specialist plant machinery.
- Maintain CCTV at Nad Al Sheba site with IT engineer
- Liaise with representatives of Dubai Culture and Arts Authority in relation to all building works and maintenance of Al Fahidi house, reporting to the Deputy Director
- Develop and implement all Mechanical, Electrical, Plumbing (MEP) Planned Preventative Maintenance (PPM) schedules for all sites, which would include organise and oversee the management of maintenance systems and records for both sites, updating and implementing new systems as necessary
- Monitor and manages Integrated Risk Management (IRM) activities and schedule for underground utilities and services
- Act as the first point of call for emergency repairs and for contractors, providing accurate building information as and when required
- Establish and manage permit to work system and policy relating to all contractors in line with statutory requirements
- Maintain positive relationships with the private facilities management service provider for routine and call out maintenance
- Monitor the buildings, contents and public liability insurance policies overseen by the private facilities management service provider, updating coverage and coordinating insurance claims process on accidental damages to property, as required by the Deputy Director
- Regularly check and follow up on security incident reports and damages to property for further action and resolution.
- Oversee the execution of building related duties by the General Administrative Assistant, including but not limited to:
 - Opening and closing of building at Nad Al Sheba, as required
 - Daily monitoring of cleaning service provider performance
 - Regular watering of outdoor plants, as instructed by service providers
 - Periodic checks of other sites during periods of limited use
 - Assisting with the preparation of accommodation for visitors including supervision of cleaners

- Support the Exhibitions Manager by briefing and liaising with the private facilities management service provider, IT Engineer and other external suppliers on the timely delivery of painting, electrical and carpentry requirements for Tashkeel projects, which would involve reinstatement works as required
- Proactively communicate with contractors, service providers and the team, ensuring necessary work fits into the schedule of the buildings and everyone is kept informed of changes, subject to the approval of the Deputy Director
- Complete fire, health and safety risk assessments and method statements as necessary. Advocate health and safety compliance across the buildings and uphold highest standards of fire, health and safety both in paperwork and practice
- Fulfil all statutory monitoring, testing and reporting required by UAE law and uphold best practice in these areas
- Actively seek to close gaps in knowledge of the building, keeping thorough and accurate records and seeking necessary expert advice where required in the pursuit of best practice.
- Plan and budget for future maintenance ahead of the completion of the Nad Al Sheba extension and renovation project in Autumn 2020, liaising with architects and specialist consultants to ensure that all as-built drawings, specifications, operating manuals, manufacturers recommendations and any other significant and essential documentation is handed over as required in the certification process for practical completion
- Address any areas of concern in the weekly team meeting
- Communicate with members, residents, staff and visitors about building issues
- Work closely, professionally and co-operatively with the team, communicating effectively and providing progress updates
- Make a positive contribution to the development of Tashkeel as a whole
- Be an active and supportive member of the Tashkeel staff team.
- Any other reasonable duties that arise to fulfil the objectives of the role.

This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

Essential Requirements

- Minimum graduate degree in engineering or other relevant discipline
- Minimum 3 years of experience of managing contracts schedules and people
- MRICS, MCIQB, RIBA or MAPM with experience of working client side
- UAE driving licence and own car
- Good written and spoken English language skills

- Ability to communicate clearly and precisely
- Sound computer skills in all MS Office packages required
- Ability to utilise available resources effectively
- Warm, forward thinking and highly organised
- Good forward planning ability
- Self-motivated and team player
- Able to work under pressure
- Capable of working with a variety of stakeholders
- Desirable
- Second spoken language (Urdu and/or Arabic)