



**BUILDING MAINTENANCE SUPERVISOR**

**Goethe-Institut / Max Mueller Bhavan New Delhi**

**Volume of Employment - 100 %**

**Working Hours - 48 hours per week (duty on weekend also)**

**Remuneration - as per the salary scheme of Goethe-Institut for local employees**

**Start Date - at the earliest**

**Responsibilities:**

- Supervision and maintenance of property, building, rooms, equipment incl. heating and cooling systems, plumbing and sanitary installations.
- Examination of the building on a regular basis for necessary repairs and maintenance.
- Identification and resolution of electrical, mechanical malfunctions or equipment failures.
- Establishment and setting of priorities with regard to repair projects, and preparation of cost estimates for projects by procuring multiple offers from vendors in consultation with the IT & House Maintenance Expert and Head of Administration.
- Assistance in technical support for electrical fixtures and equipment.
- Coordination, supervision and monitor of work of external contractors and outsourced jobs.
- Performance of other related duties.

**Requirements:**

- Knowledge of electrical and civil work.
- Thorough knowledge of building maintenance procedures.
- Ability to recognize electrical, HVAC, plumbing malfunctions or equipment failures.
- Ability to make minor repairs of building and equipment and attend to minor electrical faults.
- Ability to communicate effectively with vendors, contractors, suppliers etc.
- Minimum five years of experience in general building maintenance
- Ability to keep routine records and make reports
- Time Management and workload planning skills
- Flexibility and readiness to work at odd hours and under pressure, when required
- Good speaking and writing skills in English
- Good knowledge of Microsoft Office

**Application Procedure:**

- Please send your job application together with copies of academic qualifications, certificates and diplomas through E-Mail to [jobs@delhi.goethe.org](mailto:jobs@delhi.goethe.org)

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