



FACILITY MANAGEMENT SUPERVISOR

PARISH OF CHRIST CHURCH

FACILITY MANAGEMENT SUPERVISOR FOR PARISH OF CHRIST CHURCH

We are seeking a qualified and committed person to manage the facilities at Parish of Christ Church, 1 Dorset Road, Singapore 219486. The facility includes the church compound with the 3 blocks namely, the sanctuary, parish hall and the newly developed block.

DUTIES & RESPONSIBILITIES

- Support the Building Committee Convenor in planning and scheduling of maintenance and servicing contracts.
- Execute building maintenance programmes and troubleshooting as required.
- Provide oversight to ensure maintenance contractors and service providers working on site are working safely, in accordance with requirements of the service agreement or contract.
- Maintain and upkeep the premise which involves day-to-day servicing, including cleanliness of our premise, with minimal disruption to daily operations and Services.
- Supervise Verger's cleaning schedule and works.
- Carry out regular inspections of the building, services and M&E equipment, including Lifts to ensure they are in serviceable condition, safe for use and secure.
- Ensure fire safety and workplace safety compliance. Respond to site fire, medical and other emergencies as per established protocol.
- Act as church's Fire Safety Manager to SCDF.
- Carry out regular inspections to maintain serviceability of emergency response equipment and ensure supplies are within expiry dates.
- Support the various ministries in terms of booking and access to venues, and logistics as per established protocol including weekly services, funeral, weddings, church event.
- Support Building Committee Convenor in reviewing facilities related standard operating procedures.
- Perform routine checks, ensuring all preventive and corrective maintenance program are carried out in accordance to authorities' legislations, industry standards and the church policies.
- Perform any other facilities and security related work as assigned by the Building Committee Convenor.
- Assist to ensure security & safety of the premises, including in assisting and working along with security officers in managing guest and vehicular traffic when required.



FACILITY MANAGEMENT SUPERVISOR

PARISH OF
CHRIST
CHURCH

REQUIREMENTS

- Candidate must possess at least a Professional Certificate/NiTEC, ITE Engineering (Electrical/Electronic) or (Mechanical) Engineering or equivalent.
- At least 2 years of working experience in facilities operations and maintenance.
- Familiar with building safety requirements, electrical & mechanical works.
- Working knowledge of MS office such as outlook, word document, excel spreadsheet and powerpoint.
- Must be able to work on weekends and public holidays (when required).
- Team player with good interpersonal and communication skills.

Interested candidates are invited to submit your resumé to office@christchurch.org.sg. Part time working will also be considered.