

Job Description:

RESIDENT MANAGER (ADMIN, MAINTENANCE & SERVICE AND SECURITY)

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| <p>Resident Manager (Admin, Maintenance & Service and Security)</p> | <p>Job Description:</p> <ul style="list-style-type: none">• Administration and maintenance of services and supervision of security of OPF Housing Scheme.• Supervisory role for the up keeping, maintenance and improvement of service and infrastructure of Housing Scheme.• Maintenance of Law and Order.• Liaison with authority regarding maintenance of Scheme and land matter.• Removal of encroachment.• Deputes settlement and implementation of directions given by competent authority.• Maintenance of sort and hard open spaces in the Housing Scheme.• Identifies and resolves problems that may occur during a shift and informs management of status in timely manner.• Development of safety plans for the Housing Scheme.• Ensures Security Supervisor and Security Guard duties are performed according to policies and procedures. Follows up with Security Supervisors and Security Guards who have not performed duties and provides and recommend additional training if necessary.• Any other responsibility assigned by senior management. |
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