

JOB DESCRIPTION

Position/Designation : Sr. Executive/Executive	
Department/function : Facilities Management	Sub function : Facilities Management
Location : Mumbai/Kanjurmarg	Reports To : DGM-FM
Peer To: : Executive	Direct Reports : <input type="checkbox"/> No

Job Duties and Responsibilities

Accountabilities and Activities


- Be accessible for escalation of all FM related issues.
- Scheduling & checking functionality of Fire detection and fighting systems.
- Conducting half yearly training of all the Lodha FM Site staff on Fire safety.
- Coordinate with external training agency for conducting annual mock drill of fire safety for the Lodha FM Staff.
- Ensure fire safety related guidelines/ instructions are displayed at appropriate places.
- Coordinate with local bodies for approval of building safety.
- Work out/ evaluate building evacuation routes & contingency plan.
- Ensure all portable fire extinguishers are functional and placed at appropriate places.
- Make special safety arrangements for special events.
- Ensure building compliances in terms of no smoking zone/ green building norms/ norms laid down by local bodies in terms of fire & safety.
- Prepare incident reports & carry out risk analysis

Interactions

- **Internal Interactions**
Facilities Management and Admin
- **External Interactions**
Vendors

Competencies

- Functionality of the Fire detection & fighting systems.
- Building & Personal Safety Practices.
- Compliance to norms set by the local/ legal bodies.

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	Date : 28 th July 2011
	Prepared by : FM
JOB DESCRIPTION	Approved by: FM/TC

- Coordination with statutory bodies, related to Fire & Safety.

Job Requirements

Educational Qualification : Graduate
 Work Experience : 3-4years
 Special Requirements : Degree in Fire & safety (optional)