Job Title: Maintenance Executive

Job Summary:

The Maintenance Executive is responsible for overseeing the upkeep, repair, and safety of the homeopathy clinic's facilities and equipment. This role ensures that all systems function efficiently, comply with health and safety standards, and provide a comfortable environment for patients and staff.

Key Responsibilities:

1) **Facility Maintenance:**

- Perform regular inspections of the clinic's physical structures to identify maintenance needs and potential safety hazards.

- Conduct routine maintenance tasks, including plumbing, electrical, HVAC systems, and structural repairs.
- Coordinate with external contractors for specialized repairs or installations as necessary.

2) **Equipment Management:**

- Ensure all medical and non-medical equipment is functioning correctly and is regularly serviced.

- Maintain records of equipment maintenance schedules and repairs.

- Assist in the installation and testing of new equipment to ensure proper operation.

3) **Safety and Compliance:**

- Ensure the clinic complies with all relevant health, safety, and environmental regulations.

- Conduct safety drills and training sessions for staff to promote a safe working environment.
- Maintain documentation related to safety inspections, incident reports, and compliance certifications.

4) **Inventory and Supplies:**

- Monitor and manage inventory levels of maintenance supplies and tools.
- Order necessary supplies in a timely manner to ensure uninterrupted clinic operations.

5) Budget Management:

- Assist in developing and managing the maintenance budget.
- Provide cost estimates for repairs, equipment replacements, and facility upgrades.

6) **Vendor Coordination:**

- Establish and maintain relationships with vendors and service providers.
- Negotiate contracts and service agreements to ensure cost-effective solutions.

7) **Emergency Response:**

- Be available to respond to facility emergencies, such as equipment failures or structural damages, to minimize disruption to clinic operations.