

Building & Grounds (B&G) Manager



Ref: 12001

The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA will engage in curricular and co-curricular learning opportunities emphasizing Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students will develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA will experience the six Enterprises including Beef Cattle and Small Ruminants, Dairy, Poultry and Swine, Row and Forage Crops, Vegetable and Tree Crops, Irrigation and Mechanization. The curriculum is designed to incorporate threads of Innovation, Conservation, OneHealth Systems Thinking, and Entrepreneurship. Communication, One Health Systems Thinking, and Entrepreneurship are woven throughout the curriculum. All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or assume positions of agricultural leadership in Rwanda.

DESCRIPTION

We are seeking a Building & Grounds Manager to administer and direct programs which ensure that all University buildings & grounds are structurally sound, operationally efficient, well-maintained, and safe. This position runs quality inspection checklists for campus buildings and grounds, maintains the look and feel of exterior/interior finishes, and manages the technician team responsible for conducting repairs and preventative maintenance. The Building & Grounds Manager will work within the Facilities Department to contribute to the smooth running of the Campus facilities, reporting to the Facilities Director.

RESPONSIBILITIES

- Establishes priorities for scheduled maintenance services and operations, administer preventive maintenance programs for all campus buildings and grounds, and supervises the performance of emergency and routine maintenance on campus facilities.
- Develop constructive relationships with co-workers, supervisors, peers, and students in order to presents the goals, objectives, and service philosophy of Facilities Management to the campus community.
- Reduces the likelihood of a significant disruption of campus services (i.e., heating, cooling, electricity) provided to the University campus and assures around-the-clock

responsiveness to mechanical failures or emergency situations associated with building maintenance.

- Reduces the potential for the loss of University buildings and facilities as well as the lives of students, faculty, and staff from fire(s) by ensuring that critical system operational procedures are implemented and are in full compliance with current standards and codes.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in one of the following fields: Electrical Engineering, Civil Engineering, Mechanical Engineering, Facilities Management, Construction Management.
- Detailed understanding of electrical systems, plumbing systems, and other systems related to building maintenance and repair.
- 3-5 years experience managing the maintenance and repair of building and external grounds (residential, commercial, public).
- Deep experience of Health, Safety and Environmental procedures and government regulations regarding facilities safety and management.
- Computer literacy (Word, Excel) and writing/reading skills.

PREFERRED QUALIFICATIONS

- Experience in maintenance of a University campus.

HOW TO APPLY

- Submit your application form using the following link:
https://docs.google.com/forms/d/e/1FAIpQLSdZ9uVolarfhCa40gy2wnEx1V563WPHPnaniQu5h_v7FuabgA/viewform?usp=sf_link

Review of applications will begin May 15th, 2019 and continue until the position is filled.

Website

<https://www.rica.rw/>



Approved By:

Date: November 2, 2018