

## **Job Description**

**Sr. Executive / Assistant Manager** – Electrical Engineering

**Department:** Facility

**Organization:** International Center of Excellence in Mining (iCEM)

**Location:** iCEM Campus, Dev Dholera

### **About iCEM**

iCEM is an autonomous institution established by the Government of Gujarat under the auspices of the Gujarat Mineral Development Corporation. With a vision to be India's leading institute for enabling sustainable mining from societal, environmental and commercial standpoints, iCEM aims to catalyse growth of the mining sector, helping it become more efficient, safe and sustainable.

Recognising the ever-evolving mining landscape and its impact on both economic growth and the environment, iCEM adopts a comprehensive approach that encompasses capacity building and skill development, developing knowledge resources, evaluating best-in-class technologies, validating breakthrough innovations for adoption in GMDC, and forging strategic collaborations with reputed national and international institutions.

Address:

Opp. Kensville Golf Resort,

Devdholera Village,

Off. Bavla - Rajkot Highway,

Ta: Bavla, Dist.: Ahmedabad,

Gujarat (India) – 382 240

This is contractual position initially for a period of 3 years extendable based on performance. Position will be based at iCEM Dev Dholera Campus, Ahmedabad.

### **Role Purpose**

At iCEM, utilities are the backbone of a high-performing campus and industrial ecosystem. This role ensures that all critical utilities—power, water, HVAC, compressed air, and related systems—operate reliably, efficiently, and safely to support training, Laboratory, and mineral processing operations.

The Sr. Executive / AM – Utilities Management will focus on ensuring uninterrupted utility services, optimizing performance, and building systems that support a future-ready, sustainable campus.

## **Key Objectives**

- Ensure smooth day-to-day facility operations across campus
- Ensure reliable and uninterrupted supply of all utilities across campus and plant operations
- Support reliable utility services (power, water, HVAC, etc.) across laboratories, common facilities, guest house, and campus infrastructure to ensure uninterrupted operations.
- Enable effective vendor coordination and service delivery
- Maintain high standards of cleanliness, safety, and user satisfaction

## **Role Positioning within iCEM Structure**

- **Reports to:** Director – Facility Management

## **Key Responsibilities**

### **1. Utilities Operations Management**

- Ensure smooth operation of **power supply systems, UPS sets, HVAC systems, elevator, solar panels, CCTV, & water supply etc.**
- Monitor performance and ensure **minimum downtime of all utility services**
- Maintain utility logs, consumption data, and operational records

### **2. Maintenance & Reliability**

- Implement and monitor preventive, predictive, and breakdown maintenance
- Ensure timely troubleshooting and resolution of utility failures
- Maintain critical spares and ensure system readiness

### **3. Industrial & Plant Support**

- Provide reliable utility support to the mineral processing plant and Laboratory facilities
- Coordinate with plant teams to align utility supply with operational requirements
- Support commissioning and stabilization of utility systems for industrial infrastructure

### **4. Vendor & Contract Coordination**

- Supervise vendors handling utilities maintenance and services
- Ensure adherence to service level agreements (SLAs) and safety standards
- Support contract execution, monitoring, and performance evaluation

### **5. Safety & Compliance**

- Ensure compliance with electrical, environmental, and industrial safety regulations

- Maintain systems for safe operation of utilities infrastructure
- Support emergency response systems related to utilities

## **6. Systems, Reporting & Documentation**

- Maintain documentation for utility systems, maintenance records, and compliance
- Prepare reports on **uptime, consumption, failures, and efficiency metrics**
- Support development of SOPs and standard operating practices

## **7. Safety & Compliance**

- Ensure compliance with electrical, environmental, and industrial safety regulations
- Maintain systems for safe operation of utilities infrastructure
- Support emergency response systems related to utilities

## **Key Competencies**

- Utilities & Infrastructure Operations
- Electrical / Mechanical Systems Understanding
- Maintenance Planning & Execution
- Problem Solving & Operational Responsiveness
- Energy Management & Cost Awareness
- Safety & Compliance Orientation

## **Education**

- Master's / Bachelor's degree in Electrical engineering

## **Experience**

- 5–7 years of experience in utilities management, facility operations, or industrial maintenance
- Experience in campus infrastructure, industrial plants, or institutional facilities preferred
- Hands-on experience in managing electrical and mechanical utility systems

## **Key Success Indicators**

- Seamless Facility Operations
- Reliable Utilities Management
- Vendor & Service Delivery Effectiveness
- Safety, Cleanliness & User Experience