

Job Description:

Position	Maintenance Manager
Line manager	Head of Facilities
Managing	Maintenance Team
Dated	Nov 2025

1. Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

2. Duties and Responsibilities

2.1. MAN – Personnel & Contact Management

Objective: Ensure effective management of staff, vendors, and performance monitoring.

Responsibilities:

- Maintain Facilities Staff Contact List (names, positions, contact numbers).
- Maintain Vendor Contact List (supplier group, projects completed, names, position, contact).
- Track Overtime (OT): Monthly/weekly/daily plan vs actual.
- Track Absenteeism: Leave, lateness, absence.
- Maintain Personal Job Descriptions for maintenance staff.
- Conduct Staff Performance Tests, evaluations, and implement training plans.
- Conduct daily/weekly/monthly team meetings to review work progress, safety, and assignments.

KPIs & Reporting:

- Staff attendance & OT compliance
- Staff performance evaluation scores
- Training completion rate
- Staff turnover rate
- Vendor response and service compliance

2.2. MACHINE – Equipment & Asset Management

Objective: Ensure operational readiness, efficiency, and lifecycle tracking of all machines and equipment.

Responsibilities:

- Maintain Machine List: Code, type, location, specification, brand.
- Maintain Machine Register: Registration date, vendor, PO info.
- Categorize machines (Priority A-B-C) for maintenance planning.
- Track Machine Efficiency: Performance tests, OEE.
- Maintain Machine History Records: Breakdowns, repairs, maintenance logs.
- Lead preventive and corrective maintenance programs.
- Analyze downtime, MTTR, MTBF, and root causes of failure.

KPIs & Reporting:

- Machine uptime / downtime ratio
- MTTR / MTBF metrics
- PM completion rate (Plan vs Actual)
- Machine performance & efficiency

2.3. METHOD – Procedures & Maintenance Processes

Objective: Standardize maintenance processes and ensure proper documentation.

Responsibilities:

- Maintain Work Instructions for users, technicians, and handymen.
- Maintain Machine Manuals (hard copy & digital).
- Develop and maintain Preventive Maintenance (PM) Master Plans: yearly, monthly, weekly, daily.
- Track PM Plan vs Actual for compliance.
- Maintain As-Built Drawings and Electrical Single Line Diagrams (CAD & PDF, up-to-date).
- Track KPIs, pending jobs, root cause analysis, lessons learned, and continuous improvement projects.
- Implement Contingency and Escalation Plans.
- Schedule construction inspections (yearly, 3-year, 5-year cycles).
- Maintain energy and waste reports; implement energy-saving projects.
- Implement 5S control in workshops and storage areas.

KPIs & Reporting:

- PM compliance rate
- Downtime reduction trends
- Completion of continuous improvement projects
- Safety audit scores
- Energy/waste reduction metrics

2.4. MATERIAL – Spare Parts, Tools & PPE

Objective: Ensure availability, quality, and proper storage of all maintenance materials.

Responsibilities:

- Maintain Spare Part List: Codes, brand, model, type, lifecycle, min-max stock, storage location.
- Maintain Tool List and perform periodic checks.
- Maintain PPE List and ensure stock & compliance.
- Track procurement, PR/PO/invoice follow-up.
- Ensure appropriate storage conditions (air-conditioned vs non-air-conditioned).

KPIs & Reporting:

- Spare parts availability
- Tool and PPE compliance
- Procurement efficiency and cost control
- Inventory accuracy

2.5. BUDGET – Financial Management

Objective: Ensure maintenance budgets are planned, controlled, and optimized.

Responsibilities:

- Prepare and control Maintenance & CAPEX budgets (Plan vs Actual).
- Track expenses and implement cost-saving initiatives without compromising quality.
- Evaluate vendor quotations, contracts, and service agreements for cost-effectiveness.
- Monitor budget allocation across staff, materials, and projects.

KPIs & Reporting:

- Budget variance (Plan vs Actual)
- Cost-saving initiatives implemented
- Expense tracking accuracy
- Vendor/service contract financial performance

2.6. PROJECT – Capital & Improvement Projects

Objective: Plan, execute, and supervise all capital and improvement projects and upgrades.

Responsibilities:

- Plan, coordinate, and supervise capital improvement projects, renovations, and construction activities.
- Track project timelines, deliverables, and completion.
- Inspect and verify contractor work for compliance with standards.
- Maintain project records, reports, and Minutes of Meetings.
- Implement lessons learned and continuous improvement from past projects.

KPIs & Reporting:

- Project completion rate on time and within budget
- Quality compliance of project works
- Contractor performance metrics
- Post-project evaluation and lessons learned

3. Requirements

- Bachelor's Degree or Master's in Mechatronics, Mechanical, Electrical Engineering or related field.
- Experiences in building and ground management. Previous experience of working on School projects would be an advantage.
- Good teamwork, proactive, with good communication skills
- Good command of spoken and written in English.
- Computer literacy including AutoCAD
- Able to work under pressure and meet deadlines.
- Candidates will be expected to comply with School Child Protection and Safeguarding Policy

4. Application

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th