

JD-FM-003

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XXXXXXXXXX (XXXX)	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX (XXXX)	Building & Facilities Maintenance Supervisor
XXXX	XXXX -XXXX	XXXX	XXXX -XXXX
XXXXXXXXXX XX	XXXXXXXXXX XXXXX -XXXX	XXXXXXXXXX XXX	G4

1. ????????????????????? (Job Purpose)

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XXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX Breakdown XXXXXXXXXXXXX
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2. ????????????????????? (Key Responsibilities)

XXXXXXXXXX / XXXXXXXXXXXXX (Key Responsibilities and Activities)	XXXXXXXXXXXXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX (Performance Indicators)
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2.1

- [illegible]

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-
- | Skill | Percentage |
|--------------|------------|
| Skill Matrix | 95% |
| Coaching | 5% |
| Skill Matrix | 5% |
| Coaching | 1% |
| Skill Matrix | 6% |
| Coaching | 100% |

2.2

-
- | Maintenance Activity | Percentage |
|----------------------------------|------------|
| Preventive Maintenance Plan (PM) | 10% |
| Breakdown | 20% |
| Corrective Maintenance | 30% |
| Preventive Action | 40% |
| Downtime | 50% |

- 
-  Breakdown
-  Downtime
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- PM
 - 95%
- 95%
- Breakdown
 - PM
 - 1
 - 5%
 - 100%

2.3

11

- [illegible]

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- [illegible]

95%

2.4

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XXXXXX Complaint
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2.5

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- Standard Work / SOP / Checklist
- PPE
- Accident / Incident / Near Miss
- Root Cause Analysis
- Corrective Action Preventive Action

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-  PPE

 **100%**
- 


0 
- 



 **95%**
-  Incident/Near Miss


 **100%**

2.6

11

- The diagram illustrates two categories of work schedules:

 - (Scope of Work)**: This category includes four distinct tasks or projects, each represented by a horizontal bar segmented into units of time.
 - Punch List**: This category includes two punch lists, also represented by horizontal bars segmented into units of time.

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- 
100%
 - 
95%
 - 
100%
- Punch List

2.7 Inventory Management

Inventory

Inventory Management

- Inventory Management
 - Inventory Management
 - Inventory Management
 - Inventory
- Inventory Management
 - Inventory Management
 - Inventory
- Inventory Minimum Stock
 - Inventory
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- Inventory Management
 - Inventory Management
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- Inventory Management
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- Inventory Management
 - Inventory Management
 - Inventory Management 95%
- Inventory Management
 - Inventory Management
 - Inventory Management
 - Inventory Management
 - Inventory Management 98%
- Inventory Critical Stock Out
 - Inventory
 - Inventory

[illegible]

-  PR / PO
98%
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2.9

Dashboard

- SLA
- Breakdown
- PM
- PM Compliance
- Rework
- Incident / Near Miss
- Top 5

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3. ?????????????????

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Willy

Willy

PR/PO

4. ?????????????/????????????/???????????? (Major Challenges)

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12.

5. ????????????????????????????????? (Subordinate's Responsibilities)

(Position)	(Job Scope)

6. ????????????????? (Financial Responsibilities/Authorization)

1.	✓		

2. ████████████████████ ██	✓		
3. ████████████████████	✓		
4. ████████████████████ ████████████████████	✓		
5. ████████████████████ ██████████	✓		
6. ████████████████████	✓		
7. ████████████████████ /██████████████████		✓	
8. ████████████████████ ████████████████████ ██		✓	
9. ████████████████████ ██████ Specification			✓
10. ████████████████████ ██			✓
11. ████████████████████ ██████████			✓
12. ████████████████████ ██████████████████			✓
13. ████████████████████ ████████████████████			✓

7. ????????????????????????????????? (Working Relationship)

████████████████████ ██████████	████████████████████ ██	██████████
1. ████████████████████ ██████	██████ ██████ ██████████ ██ KPI -	██████████ /██████████

2.		
3.		
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7.	PR, PO	
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8. ?????????????????? (Job Specifications)

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- ????????????????

9. ????????????????????? (Competencies)

 (Knowledge)	 (Skills)	 (Mental Abilities/Personalities)
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[illegible]

???????????? (Others)

████████ (Prepare By)	██████████ (Approved By)	██████████████ (Acknowledged By)
(.....) ██████/...../.....	(.....) ██████/...../.....	(.....) ██████/...../.....

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