

**Habib University
Job Description**

Position Title	Head of MEP
Department	Administration Department
Reporting Relationship	Head of Administration and Campus Services
Dated	October, 2015

Scope of the Position

This position will be ultimately responsible and remain accountable for all engineering and maintenance areas under the ambit of his/her control at the City Campus. He/She will supervise the team to ensure seamless operations and smooth functioning of under-mentioned areas:

- a. Electrical
- b. Mechanical
- c. Civil
- d. Air-conditioning
- e. Chillers
- f. Generators
- g. Pumps
- h. Plumbing
- i. BMS etc.

He/ she will also work in close liaison with senior management as well as external stakeholders.

Summary of Key Functions

Specific Role:

- Responsible for providing uninterrupted utilities and ensure that all the user-end (lights, air handling units, elevators, distribution boards etc.) and back-end equipment (chillers, generators, pump, panels etc.) is in good health.
- Develop, review and improve KPIs' and bench-mark operational and related financial parameters and same to be reported to management on periodic basis.
- Manage facilities maintenance (handling complaints, scheduling of preventive and periodic maintenance, hire resources, supervision of execution etc.) with bench-marked operational parameters. Implement policies and procedures to ensure adequate capacity is always available to meet expected demand.
- Manage facility controlling systems such as BMS, fire Alarm, lighting control etc.
- Identify and take action to eliminate wastes.
- Identify improvement areas/projects, prepare feasibility studies and execute approved projects
- Manage external coordination with utility companies, contractors, equipment suppliers and services providers.
- Maintain the administration, budgeting, monitoring, communication and liaison with top management.
- Lead the documentation, planning and implementation of preventative maintenance, predictive maintenance and work execution in order to provide continuous improvement of maintenance practices.

Required Qualification, Experience and Skills

**Qualifications
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Required**

- Preferably Master's degree in Mechanical or Electrical Engineering, or a directly related technical discipline; otherwise, Bachelor's degree with minimum 15 year.
- Related experience of 15 years out of which 5 years in full managerial position (Plant Operation & Maintenance)
- Disciplined and responsive
- A proven team builder
- Passionate for continuous improvement