

**Habib University
Job Description**

Position Title	Facilities Manager
Department	Facilities
Reporting Relationship	Head of Procurement & Contracts
Dated	20 th March, 2015

Scope of the Position
The incumbent would be responsible for ensuring smooth operations with regards to different facilities within the campus. Along with the management of the facilities team, s/he would also be required to work on further development and improvement of current services.

Summary of Key Functions
Specific Role:
<ul style="list-style-type: none"> • Managing facilities management teams. • Mechanical Planned preventive maintenance and reactive maintenance of HVAC, Firefighting & Fire Suppression, Plumbing, Generators and lifts. • Taking over of systems from execution/project team and assist them in execution of works. • Promptly responding to any service requirements. • Focused on the improvement and delivery of business-critical services. • Undertaking routine inspections of the site. • Participating in cost saving projects.

Required Qualification, Experience and Skills	
Qualifications Required	Bachelor's degree in Engineering-Mechanical at least 5 years of work experience.
Skills Required	<ul style="list-style-type: none"> • Comprehensive knowledge of equipment and facility maintenance programs and procedures • Considerable knowledge of safety principles and practices • Considerable knowledge of the budget process • Considerable knowledge in the use of personal computer systems • Research skills and the ability to draw information from various sources including people

	<ul style="list-style-type: none">• Clear and concise writing skills and the ability to handle long and complex documents• Interpersonal, relationship-building and negotiation skills• Flexibility and the ability to work on more than one task at a time
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