

Habib University
Job Description

Position Title	General Manager, Campus Services
Department	Facilities Department
Reporting Relationship	Director Operations
Dated	1 st April, 2015

Scope of the Position
General Manager, Campus Services will plan, organize and execute decisions related to on-campus equipment operations and replacement, maintenance and operation of the buildings and infrastructure, architectural renovation, and the safety of the campus and its personnel.

Summary of Key Functions
Specific Role:
<ul style="list-style-type: none"> • Have a hold and awareness of the campus safety, and report any incidents that may have safety implications effectively. • Inspect and manage the day to day operations related to maintenance, safety, building projects on campus. • Supervise the performance of cleaning, security and maintenance staff ensuring quality services is delivered. • Assist and organize emergency procedures such as fire drills etc. on a regular basis. • Assisting and preparing specifications for obtaining quotations from contractors for all types of Facilities Management services, including improvements, maintenance and repairs. • Make sure that the University complies with all relevant regulations and legislations which pertain to health and safety on its premises. • Monitor and entertain the enquiries and requests related to the Campus Operations and Facilities on a regular basis. • Determine and maintain the department work schedule used to notify staff of upcoming events and ensure proper preparation and staffing for each event.

Required Qualification, Experience and Skills	
Qualifications and Skills Required	<ul style="list-style-type: none"> • Minimum 10 years of relevant experience, preferably in Hoteling Industry