

**Habib University
Job Description**

Position Title	Head of Operations & Maintenance
Department	Operations Department
Reporting Relationship	COO/CEO
Dated	August, 2015

Scope of the Position

This position will be responsible for the operation and maintenance of university's utilities to meet safety and efficiency goals of the department by employing and executing best practices. He/ She will be required to supervise a team of highly experienced technicians to resolve operational problems and optimizing efficiency of resources. 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 and Skills Required	<ul style="list-style-type: none"> • Work requires a Master's degree in Mechanical or Electrical Engineering, or a directly related technical discipline. • 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
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Habib University is a pioneering institution providing a rich liberal arts education to the youth of Pakistan, to create a generation of socially responsible and critically conscious individuals, who can bring Pakistan to the forefront not only economically and financially, but also intellectually. The University is being established in Karachi, Pakistan.

Habib University initiated classes in 2014 with 120 students, offering four undergraduate programs through the School of Arts, Humanities and Social Sciences and the School of Science and Engineering. The University is a modern learning space fully equipped with state-of-the-art research and teaching facilities in order to attract the best faculty from around the world.

Habib University Foundation (H.U.F.) is a not-for-profit organization, which commenced its work in 2007. H.U.F responds to existing gaps in the educational scenario of Pakistan, by supporting educational initiatives, research and innovation. It is focused on improving the status of education within the country by supporting research, planning and implementation of innovative educational models. H.U.F. extends support at all tiers of education delivery within the country including higher education, vocational skill development, pre-tertiary education and research and advocacy.