



## Job Description

Position Title	Supervisor (Mechanical / HVAC)
Job Grade	-
Department	Mechanical, Electrical, and Plumbing Department
Reporting To	Assistant Manager (Mechanical/HVAC)
Date	December 2015
Type of Position	Full Time

### **POSITION DESCRIPTION**

Incumbent will support and assist AM (Mechanical/HVAC) in the execution of activities assigned to him by his supervisor or superior. He will maintain equipment to the highest level and ensure required job is completed within the stipulated time in the most cost effective manner and without compromising quality.

### **DUTIES AND RESPONSIBILITIES**

1. Timely response on breakdown maintenance requests and bringing back equipment to up and running condition to perform desired function.
2. Timely execution of Planned Preventive Maintenance activities; Health check of equipment; regular inspections etc.
3. Optimum utilization of his time in carrying out his responsibilities.
4. Ability to promptly respond to emergency calls and resolving issues.
5. Establish good working relations with other departments of MEP, as well as internal customers.
6. Adhere to HU safety guidelines and requirements.
7. Inform supervisor if any breach or low quality work is observed on Contractor driven tasks.
8. Assist and support Asst. Manager Electrical by informing essential needs and requirements during budget preparation exercise for his area of responsibility.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	Minimum middle pass; preferably matric or above. Required certificate of the field.
Required Experience	Minimum 12 year of experience in related field preferably with multi-national organizations.

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills	Medium
2.	Computer skills	Low
3.	Use of Tools	High
4.	Innovation	High
5.	Fault Diagnosis	High

Revision Date	December 2015	Version	1.0
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