



Job Description- Manager Mechanical

Position Title	Manager Mechanical
Department	Campus Development & Facilities Management
Reporting To	Head of Campus Development & Facilities Management
Type of Position	Full Time

POSITION DESCRIPTION

Candidate will be responsible to manage all HVAC/M&P operation, maintenance and project works for the University. Lead HVAC/M&P staff, O&M contractors and project contractors

DUTIES AND RESPONSIBILITIES

Operation, maintenance & projects management for the following services:

- ✓ Absorption chiller plant
- ✓ Chilled/cooling water network
- ✓ Air handling equipment / DX units
- ✓ Fire suppression water system
- ✓ Water extraction & treatment system
- ✓ Plumbing network & installations
- ✓ HVAC controls / BMS
- ✓ Swimming pool plant
- ✓ Mechanical works, etc.
- ✓ Maintenance of record, compile information for data driven decisions
- ✓ Reporting against KPI and excellence parameters

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ B.E. / DAE (Mechanical)
Required Experience	✓ At least 5yrs. for B.E. / 10yrs. for DAE in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Hands-on Expertise	High
2.	Maintenance Management	High
3.	Design Review & Optimization	High
4.	Problem Solving Attitude	High
5.	Project Management	Medium
6.	Budgeting & Control	Medium
7.	Staff Management	Medium
8.	Communication	Medium
9.	MS Office / AUTOCAD	Medium

Revision Date	1 May 2020	Version	
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Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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