

## Job Description- Facility Manager

### **JOB TITLE:**

Facility Manager

### **REPORTING TO:**

The Facility Manager will be directly reporting to the Registrar of the University.

### **JOB OVERVIEW:**

The Facility Manager is a professional designation responsible for facility management of two campuses of BSDU including all buildings and infrastructure. The aim is to manage and guide the maintenance of all the assets to ensure a safe, functional and a sustainable campus life.

For new constructions he/ she must fulfill as a consultant for the future maintenance of the new building.

### **ROLES AND RESPONSIBILITIES:**

The following are the major roles and responsibilities of Facility Manager:

- **Maintenance & Cleaning Management (inside and outside)**
- **Electrical Power and Lighting**
- **Fire Alarm, Plumbing and HVAC**
- **Part of the School of Constructions Skills (training lessons)**

### **REQUIREMENTS / QUALIFICATIONS:**

1. Civil, Mechanical or Electrical University degree in Engineering
2. Working knowledge of plans, prints, specifications and schematics associated with trade
3. 5 years of experience with working knowledge of mechanical, electrical and plumbing
4. Experience as Project Manager or in Maintenance
5. Experience as a team leader and controlling
6. Computer literate
7. Team player and excellent communication and organizational skills