

JOB DESCRIPTION

JOB TITLE: Facilities Maintenance Manager **DEPARTMENT:** Physical Plant

DIVISION: Facilities **SECTION:**

1. Basic Function:

Directs, coordinates and supervises the activities of O&M contractors and in house staff performing the operation, maintenance and repair on various facilities on AUB campus. His scope includes buildings, service equipment, absorption chillers, central pumping station and other utilities. Schedules preventive maintenance and organizes repair work.

2. Duties Performed:

- a. Directs and supervises maintenance contractors and AUB trade staff.
- b. Supervises periodic maintenance, servicing and inspection of equipment including central air conditioning, centrifugal and absorption chillers, heating and ventilation systems, plumbing fixtures, sewage systems, electrical fixtures and circuitry, pumps, motors, elevators, related instruments and controls, etc.
- c. Sets up the Planned Maintenance Program and schedules for all AUB campus facilities. Must compile, publish, implement, and measure the planned maintenance plan for all built or installed assets.
- d. Establishes corrective and emergency maintenance procedures.
- e. Reviews all facility maintenance contracts/agreements and ensure terms and conditions are implemented.
- f. Plans the need and feasibility of minor additions, modifications and alterations to existing facilities and equipment. Participates in the design of such modifications to ensure modified/new equipment and installations are maintainable as per university standards.
- g. Proactively coordinates with supervisors and heads of other sections, establishes standardized working relationship protocols.
- h. Prepares and manages the yearly budget for the section. Discusses the budget with supervisor, recommends and justifies any variances.
- i. Responds to, and resolves problems or complaints raised by building occupants in a systematic and professional manner with follow up correspondence and manual customer satisfaction surveys.
- j. Ensures contractors' responsiveness to complaints and on-time professional work completion.
- k. Ensures safety of personnel and building tenants when performing jobs.
- l. Recommends and performs technical training to staff.
- m. Performs other related duties as required. Works with management to establish both permanent long-term and temporary short term section performance metrics.

- Compiled by:** _____ **Date:** _____
- Approved by:** _____ **Date:** _____

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