

## JOB DESCRIPTION

<b>Position Title</b>	<b>:</b>	<b>Facilities Officer</b>
<b>Department</b>	<b>:</b>	<b>Operations/Facilities</b>
<b>Report to</b>	<b>:</b>	<b>Campus Facilities Optimizer and Campus Facilities Manager</b>
<b>Reportees</b>	<b>:</b>	<b>N/A</b>
<b>Location</b>	<b>:</b>	<b>University of Puthisastra, Phnom Penh, Cambodia</b>

### I. Position Summary:

- To monitor, schedule, and lead the open and close the door to ensure that the university is safe for facilities on the premise.
- To ensure that the University access is full for operation without having exposure to safety risk.
- To manages facilities and operations for Facilities departments.
- To assist/coordinate parking areas of the University with proper safe.
- To manage and control all keys room, class room, office, meeting hall, and other of the University with proper safe.

### II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Supervise, schedule, and lead the opening and closing the door and all facilities/electrical equipment to ensure that the university is free of insecure or other risks of accidents.
- Coordinate and cooperate with all departments regarding risks of safety of the students and staff in the University.
- Coordinate maintain and facilitate the access to all rooms and offices to ensure that it is properly locked/unlocked, powered on/off, and safe by controlling the locks and keys for all physical accesses in the University.
- Be able to intervene the firefighting together with security team and emergency respond plan.
- Assist the Facilities Department to relocate furniture and fixture and other assets arrangement.
- Responds to activated alarms for emergency situations such as fire.
- Coordinate and cooperate with all departments regarding to monitoring and analyzing CCTV camera footage.
- Arrange room, event depending on department requests.
- Prepare some monthly report such as OT/other training.
- Perform other tasks upon assignment as requested by Campus Optimizer and Campus Manager.
- Coordinate and cooperate with all departments regarding staff and facilities management.
- To ensure that Contractor workers are well equipped with minimums PPE/Uniform during working hour.

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- At least 3 years working experience in the supervision safety facilities.

#### **2. Education:**

- At least high school graduation or Associate degree of safety/facilities management or related field.
- Certificate of workplace safety and security is preferred but not limited.

#### **3. Skills/Competencies:**

- Strong leadership and communication skills.
- Flexibility and Interpersonal skills.
- Some command of both Khmer and English literacy (written and spoken).
- Computer literacy for MS office application.
- Sociable and be ready to learn something new things.
- Strong and healthy appearance.
- Good interpersonal, problem solving skills.
- Committed and flexible with work hour.
- Be proactive and have enough and fast info of safety around premises