

JOB DESCRIPTION

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

I. Position Summary:

- To assist on maintenance workers and equipment, develops maintenance policies, and ensures that maintenance tasks are completed on time and to standard.
- To assist on monitor, schedule, lead, and maintain the electricity system, water system, electronic devices.
- To assist that the university is fully equipped and powered to operate at its best capacity.
- To assist that our team and workers are well equipped with minimums PPE during working hour and at all project sites.
- To assist or prepare monthly reporting on maintenance.

II. Duties and Responsibilities:

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

- To assist or supervise, guide, and advise the maintenance to maintain the electricity system, water system, electronic devices, parts of furniture and fixture, and other parts of the premises of the university.
- To assist or install and schedule regular maintenance of electrical equipment, electronic device, water system and other facilities to ensure they are in good, functional, and efficient condition.
- To assist or fix the electricity lining, water system, and other equipment and furniture.
- To assist and report the electricity, equipment usage, and water consumption to ensure the effective and efficient consumptions (Decreasing consumptions).
- To assist maintaining other electrical devices to ensure it is well functioning.
- To assist and propose solution for the improvement of the maintenance of the premises.
- To assist all the installation, maintenance, and repair work and requesting.
- To do other task as will assign by Maintenance Officer and Line Manager.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 6 months working experience in the electrical, electronic, or general maintenance work.
- Committed and flexible with work hour.
- Computer literacy for MS office application.
- Be proactive and keen about the electrical or electronic work.
- Sociable and be ready to learn something new things.

2. Education:

- At least 3-year student and or Associate degree major in electrical engineering or related field.
- Professional training or short courses for maintenance, project management is preferable but not Limited.

3. Skills/Competencies:

- Some command of both Khmer and English literacy (written and spoken).
- Strong interpersonal, problem solving, and communication skills.
- Computer literacy for MS office application and digital data analyzing.
- Sociable and be ready to learn something new things.