



JOB DESCRIPTION

Position Title	:	Campus Facilities Manager
Department	:	Campus Facilities
Report to	:	Director of Operations
Reportee (if any)	:	Facilities / Security / Cleaning / Maintenance / Parking
Location	:	Phnom Penh

Under the general supervision of the Director of Operations, the Facilities Manager will plan, organize and supervise all functions of campus facilities, including, the area of safety, maintenance, parking, cleaning, energy conservation, sustainability, long-term facility planning, facilities budget and major building and repair projects as assigned.

1. Duties and responsibilities

- Operations of the UP campus to include safety, cleaning, maintenance, parking and repair projects
- Supervise, direct, assign and evaluate the daily work of assigned staff, trains employees in work procedures, standards and safety practices, appraise employee performance, conduct informal counseling on work issues, prepare documents and improvement plans for deficiencies, and recommend performance recognition and disciplinary action
- Communicate matters involving personnel and facilities in a current and timely manner with the Director of Operations
- Provide effective leadership including effective deployment of the staff, effective forecasting, planning and analysis, project management, scheduling, budget development & control, equipment and/or fleet replacement planning
- Maintain master plans of the campus pertaining to buildings, parking lots and utilities including electrical, water and any other services
- Prepare and administer departmental plan and budget for area of responsibility
- Develop departmental policies and procedures to insure a safe, efficient and cost-effective operation
- Effectively service the needs of UP through an effective work order system, to include response and coordination of maintenance requests and needs
- Focus on customer needs and customer satisfaction, project a positive customer service environment to both internal and external customers, and promote and encourage an attitude of exemplary customer service and high integrity to all of the staff within Facilities Management
- Create and implement environmentally sustainable policies and procedures for all facilities
- Work with procurement, design and construction as appropriate in developing specifications and contract documents for effective agreements to be performed
- Perform other related assignments given by the Director of Operations

2. Qualifications and Requirements:

1. Experience:

- At least 3 years working experience in higher education institution and facilities management
- Principles and practices of facility maintenance, including plumbing, electrical, cleaning, interior partitioning, and pest control
- Relevant project management experience

2. Education:

- A Bachelor Degree in Educational Administration, Management or construction (Master is preferred)

3. Skills/Competencies:

- Plan, organize, schedule, assign and review the works of others
- Select, train, instruct, appraise, counsel and motivate assigned staff
- Maintain records and prepare reports and correspondence
- Evaluate and develop procedures, standards and methods for building maintenance and improvement
- Effective written and oral communications
- Establish and maintain effective working relationships with those contacted in the course of work