



JOB DESCRIPTION

Position Title	:	Maintenance Officer
Department	:	Operations/Facilities
Report to	:	Director of Operations / Operations Management
Reportees	:	N/A
Location	:	University of Puthisastra, Phnom Penh, Cambodia

I. Duties and Responsibilities:

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

- Perform skilled mechanical maintenance work in the installation, operation, maintenance, service and repair of electrical, ventilation and air conditioning, plumbing
- Assure the proper operation of a wide variety of mechanical equipment and devices including pumps, engines, motors, compressors and laboratory equipment
- Repair existing structures according to work orders or verbal instructions by the Director of Operations and operations management
- Perform basic plumbing work by repairing existing plumbing and pipe lines, replacing washers in valves, installing plumbing fixtures such as sinks, toilets, water heaters
- Perform basic electrical work by replacing faulty switches, sockets, plugs, fuses, breakers and other simple elements of electrical systems
- Assist with documenting the cost of repairs and ensure communication with UP staff regarding status of work orders
- Practice preventive maintenance in maintaining electronic test equipment and mechanical tools by performing spot checks of equipment to determine their working condition
- Focus on customer needs and customer satisfaction, projects and positive customer service environment and promote and encourage an attitude of exemplary customer service
- Ensure that watering and irrigation systems are functioning correctly as is appropriate for the UP campus environment
- Report hazards, undertake fire safety actions and ensure the safe use of tools and equipment
- Know and understand safety procedures at UP. Define training courses on safety procedures and assist in structural safety inspections
- Focus on environmental aspect of ESG. This includes managing sustainability initiatives and ensuring that UP operates in a sustainable manner
- Focus on the "environment" part of ESG, overseeing corporate giving, employee engagement in environment initiatives
- Maintain appropriate records and report about any renovation projects, maintenance and ESG
- Perform other duties as assigned by the Director of operations and leaders in operations

II. Minimum Qualifications and Requirements:

1. **Experience:**

- At least 2 years working experience as a plumber or electrician

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:**

- Demonstrate aptitude for maintenance skills
- Strong punctuality, timekeeping and work ethic
- Basic understanding of health and safety
- Basic IT skills, including working knowledge of MS
- Ability to organize work time efficiently, deliver results to high standards and meet deadlines
- Strong interpersonal and communication skills