

JOB DESCRIPTION

Position Title	:	Maintenance Coordinator
Department	:	Facilities
Report to	:	Facilities Management (or Director of Operations)
Reportee (if any)	:	Facilities / Maintenance / Third party contractors
Location	:	Phnom Penh

Reporting directly to the maintenance supervisor, the Maintenance Coordinator oversees the daily operational maintenance of campus infrastructure, specialized laboratories and utility systems. This role is primarily responsible for managing, controlling, and planning preventive and corrective maintenance for key assets including HVAC/air conditioning systems, electrical networks (including backup generators), water supply, and classroom facilities to ensure a safe, functional, and energy-efficient learning environment.

1. Duties and responsibilities

- **Utility & Asset Management:** Monitor, control, and optimize electricity and water consumption across campus to support energy conservation and sustainability goals
- **HVAC & Electrical Maintenance:** Plan, schedule, and supervise regular maintenance and repair of all air conditioning systems, electrical panels, load distribution, power backups (generators/UPS), specialized infrastructure (laboratories, clinics and IT labs) and wiring setups
- **Classroom & Building Operations:** Oversee classroom and specialized laboratory setups, interior partitioning, fixture repairs, plumbing, and general facility readiness for academic and clinical use
- **Work Order System Execution:** Process, track, and execute maintenance requests via the campus work order system, ensuring rapid response times and high internal customer satisfaction
- **Preventive Maintenance Planning:** Develop and maintain routine maintenance schedules for campus buildings, utilities, and master equipment inventories
- **Vendor & Contract Coordination:** Assist the Facilities Management in drafting scope of work specifications for third-party contractors and inspecting completed repairs and renovations
- **Supervision & Safety:** Direct daily tasks for maintenance technicians, enforce campus safety standards, and train staff on equipment operation and safety protocols
- **Reporting:** Keep detailed logs of repairs, utility consumption patterns, and equipment replacements to report directly to Facilities Management

2. Qualifications and Requirements:

1. Experience:

- Minimum 2-3 years of hands-on experience in technical facility maintenance (plumbing, electrical systems, HVAC), preferably within a higher education institution, health sciences facility or commercial building

- Strong working knowledge of electrical load management, water distribution, A/C system troubleshooting, and general civil repairs

2. Education:

- Bachelor's degree or Technical Diploma in Electrical Engineering, Mechanical Engineering, Construction Management, or a related technical field

3. Skills/Competencies:

- Demonstrated ability to organize, prioritize work orders, and supervise technical staff
- Good record-keeping and reporting skills for tracking utility logs and asset history
- Strong problem-solving abilities and a customer-service mindset for handling UP requests
- Effective oral and written communication skills in Khmer and intermediate English (ability to read technical manuals and communicate with international staff)