

**POSITION DESCRIPTION****IDENTIFICATION**

Position Title: **Campus Coordinator Estates Maintenance (Laucala Hub)**

Position Number: **LPM047**

Section: **Office of the Chief Operating Officer**

Department: **Estate and Infrastructure Services**

Location: **Fiji - Laucala Campus**

Level: **Professional**      Level: **1**

Reports to: **General Manager Estate and Infrastructure Services**

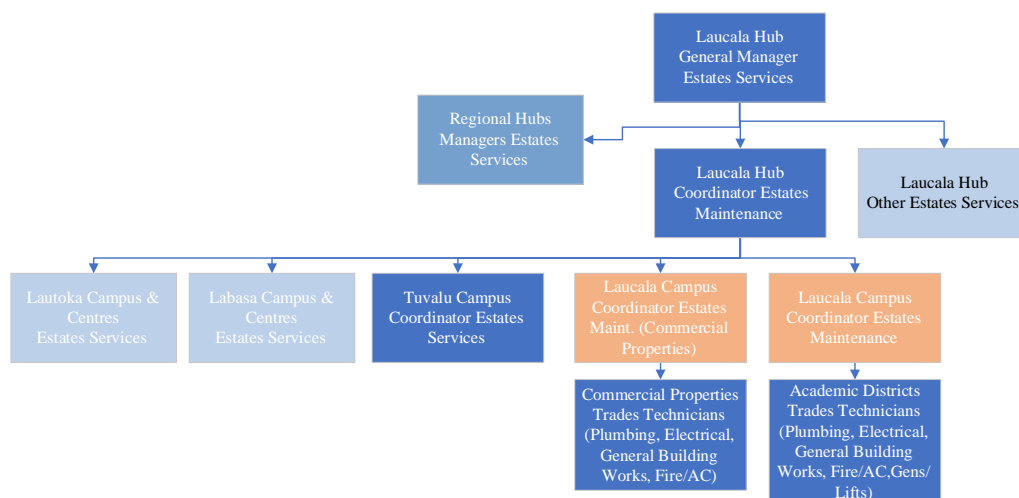
Supervised by: **Hub Coordinator Estates Maintenance**

**PURPOSE**

The Campus Coordinators Estates Maintenance Services are responsible for coordinating the maintenance teams, contractors and maintenance service providers and projects at the Campus.

**NATURE AND SCOPE**

The Estates and Infrastructure Services is responsible for the management and strategic oversight of the University's property, buildings and infrastructure at all campuses and centers throughout its 12-member countries. Strategic Asset Management, Property Maintenance, Building & Property Standards and Design Services, Occupational Health & Safety Standards, and the Project Management of Major Capital works are key areas within the Section of E & I Services working together to ensure the physical estate supports the University Strategic and Academic Plans for the campuses. These include being the drivers of key campus sustainability initiatives, including energy, water & space efficiency as well as waste management through the adoption and maintenance of internationally recognized and benchmarked property and service standards.



The Campus Coordinators Estates Maintenance Services will report to the Hub Coordinator Estates Services and is expected to interact with staff, students contractors, consultants and other key stakeholders for the purposes of coordinating campus maintenance services. These tasks include;

- Coordinating the preventive and corrective maintenance programs for the assigned campus, including other general estates services as assigned;
- Coordinating and undertaking scheduled inspections and audits, scoping, procurement documentation preparation, evaluation and contract finalizing activities to implement maintenance services at the assigned campus, including to implement improvement and innovation initiatives.
- Coordinating and supervising assigned Trades Technicians (Plumbing, Electrical, General Building Works) providing direction and guidance in the prioritization, scheduling and execution of assigned maintenance activities and projects.
- Ensuring maintenance staff at the assigned campus maintain a high level of technical knowledge and understanding of USP's Design Standards and Guidelines, Maintenance and Capital Building Policies and Procedures, as well as local legislation governing the standards, compliance requirements and safety requirements of local maintenance activities.
- Coordinating contractors, consultants, suppliers and vendors in the execution of campus maintenance services;
- Coordinating an effective and efficient 24/7 monitoring and emergency response strategy across the assigned campuses and centers.
- Supporting the Hub Coordinator Estates Maintenance to secure/provide expert advice on the condition, maintenance history, repair methodology, scheduling and mode of buildings and infrastructure maintenance and repairs.
- Coordinate the collection, analysis, reporting of all building and infrastructure data, to support the maintenance of the University Asset Database and 10 year preventative maintenance plans.
- Assisting the Hub Coordinators to prepare maintenance budgets, forecasting of expense profiles and be responsible for the commitment of funds for corrective, preventive and deferred maintenance works within allocated budgets.
- Assisting in the delivery of the capital and minor works programs by reviewing and commenting on Building Trades specifications and design drawings and during the construction act in the capacity of Clerk of Works/supervisory role associated with all Building Trades.
- Review and assist with the development of Building Trades design and maintenance service standards for the services area and submissions for approval of architectural plans to local government authorities.
- Implementing initiatives to improve the conservation efforts at the Campus and other "campus greening" initiatives.
- Work in a team environment and where necessary work flexible hours to achieve project outcomes.
- Identify core competencies, skills and training needs for all assigned staff, counsel and advise staff on issues relating to performance, discipline, staff welfare and grievance resolution and implement the staff review process. Keep staff informed at all times of the

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current University issues, relevant information and directives and changes in legislative requirements and workplace practices.

- Ensure that USP's obligations under workplace Health and Safety Regulations and other associated codes for practice and advisory standards are met irrespective of whether maintenance or construction works are performed in-house or by external contractors.
- Sound knowledge of equal employment opportunity and equity principles and demonstrated ability to implement them at operational levels.
- Develop and maintain excellent lines of communication and rapport with all customers, stakeholders, and other key personnel.
- Assist with the Campus Coordination of all Estates Maintenance of the University as and where required by the immediate supervisor.

**POSITION DIMENSIONS**

Staff responsible for: Up to 8 staff (referencing to organizational structure.)

**Limits of Authority**

Financial: Approve maintenance requests up to \$1000.00

Non-Financial: Approve Maintenance requests and assigning of job requests.

**Internal and External Contacts**

<b>Internal</b> School & Section Administrators/Space Coordinators, Design Coordinator, Project Managers, Manager OHS	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Maintenance Services</li> <li>• Projects and New Works</li> <li>• Inspections and approvals.</li> </ul>
<b>External</b> Contractors, Suppliers, Consultants, regulatory and statutory authority inspectors	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Contractor Management</li> <li>• Project works</li> <li>• Compliance Certification</li> </ul>

**KEY RESULT AREAS/RESPONSIBILITIES**

KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS	PERCENTAGE RATING
<b>Maintenance Coordination for the assigned campuses</b>	Preventative/Cyclic/Planned Maintenance Planning for assigned campus (Refer to Annual Plan Service Level Expectations) Corrective/Repair/Response Maintenance Services for assigned campus subject to lease agreements and service agreements in place. (Refer to Annual Plan Service Level Expectations). BAU Maintenance Services for the assigned Campus, subject to lease agreements and service agreements in place. (Refer to Annual Plan Service Level Expectations).	40%

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	Contracts and Service Level Agreement Management for contracted and outsourced campus services including assisting with procurement of these services.	
<b>Administration Work</b>	Reporting and records management Tender Documentation Preparation Budget tracking and coordination Stakeholder Communications	20%
<b>Initiatives Planning in line with the AP.</b>	Execution and completion of the initiatives as per the timeline of the E&I AP	15%
<b>Project Management</b>	Coordinating assigned maintenance/Project works to be carried out on the assigned campuses.	10%
<b>Sustainability in line with the SP</b>	Provide Proposal for cost saving initiatives in relation to sustainability and infrastructure upgrades.	5%
<b>Leadership and Innovation</b>	Supervising, mentoring, training, and counseling assigned staff.	5%
<b>DISMAC Support Services</b>	Planning, Monitoring and Coordinating emergency response programs	5%

**TERMS AND CONDITION/POSITION ENVIRONMENT**

Salary: Professional Level 1

Length of contract: 3 Year (renewable)

Gratuity and Allowances:

Other Benefits: TBC

**POSITION SPECIFICATION**

Competencies

**Educational Qualification**

It is essential that the appointee possess;

- (i) A degree from a relevant discipline; and
- (ii) Three (3) years of relevant experience and management expertise in technical fields.

**OR**

- (iii) A Diploma in the relevant technical discipline and
- (iv) 7 years of relevant experience including at least 3 years management experience

It is essential that the appointee have:

- Experience in coordinating large property portfolios, particularly with regards to maintenance operations, facilities management services or operations management.
- Experience in the development, implementation, monitoring and reporting of maintenance programs and facilities management.
- Working knowledge of reviewing Operating and Capital Budgets in relation to maintenance planning and implementation
- Experience working with specialist teams.
- Good knowledge and experience with Health and Safety Regulations
- Excellent skills in communication at all levels and within diverse cultures.

It is desirable that the appointee have:

- Experience from the Pacific region

### ***Skills***

It is essential that the appointee has strong:

- Organizational and human resource management skills.
- Customer service focus.
- Written and spoken English language skills.
- Interpersonal skills.

### **Personal Qualities**

It is essential that the appointee is:

- Self-motivated
- A team player
- Flexible attitude to change in environment / work methods
- Able to work in a multi-cultural environment
- Able to work overtime if required
- Has strong attention to detail
- Results focused
- Committed to the organization
- Very strong work ethics

**ACCEPTANCE**

Name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of Section's Signature: \_\_\_\_\_

Date: \_\_\_\_\_