

CECOS UNIVERSITY JOB DESCRIPTION

Position Title	Maintenance Supervisor Main Campus
Department	Admin & Maintenance
Reporting Relationship	Manager Admin & Works

POSITION DESCRIPTION

The Maintenance Supervisor – Main Campus is responsible for overseeing the maintenance, repair, and overall upkeep of all physical infrastructure at the University’s Main Campus. This includes academic blocks, administrative buildings, laboratories, outdoor areas, and common facilities. The role requires effective supervision of technical and support staff, coordination with the Admin Officer for vendor interactions, and active oversight of cleanliness and maintenance standards across campus.

Required Qualification, Experience and Skills

Qualifications	<ul style="list-style-type: none"> • Minimum 14 years of education (Bachelor’s degree or equivalent) from an HEC-recognized institution. • Or DAE in Electrical, Mechanical, or Civil Technology from a recognized institution.
Minimum Field of Expertise	<ul style="list-style-type: none"> • Minimum 5 years of relevant supervisory experience in building maintenance, facility operations, or campus services.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Working knowledge of building maintenance systems (electrical, plumbing, or HVAC), with the ability to identify faults and coordinate appropriate repairs	Low to Medium
2.	Practical understanding of preventive and corrective maintenance practices	High
3.	Ability to supervise and motivate maintenance and Class-IV staff effectively	High
4.	Attention to detail in maintaining cleanliness, order, and operational readiness	High
5.	Commitment to campus beautification and upkeep of gardens and open areas	High
6.	Ability to coordinate with service providers through proper internal channels	Medium
7.	Basic record-keeping and digital reporting skills	Medium
8.	Effective time management and responsiveness to urgent repair situations	High

DUTIES AND RESPONSIBILITIES

1. Infrastructure Maintenance & Repairs

- Supervise preventive and corrective maintenance of campus facilities including electrical, plumbing, HVAC, generators, civil works, and related systems.
- Ensure all utilities and appliances (electrical, gas, telecommunication) are functional and faults are reported and resolved promptly.

2. Cleanliness & Groundskeeping

- Oversee day-to-day cleanliness of academic blocks, offices, laboratories, outdoor areas, and general campus zones.
- Ensure campus gardens and green spaces are well-maintained in coordination with janitorial or gardening staff.

3. Supervision of Class-IV Staff

- Monitor the attendance, conduct, and performance of assigned Class-IV personnel (janitors, peons, helpers).
- Ensure adherence to cleanliness standards, staff discipline, and presentable appearance/uniforms.
- Report performance or disciplinary concerns to the Admin Officer.

4. Equipment & Inventory Oversight

- Maintain updated records of furniture, fixtures, and non-laboratory utility equipment.
- Assist in physical inventory checks and timely reporting of repair or replacement needs.

5. Coordination with Admin Officer & Service Providers

- Liaise with the Admin Officer to convey maintenance requirements and coordinate with external vendors for repairs or servicing.
- Provide timely maintenance reports and verification of completed work.
- Coordinate with on-campus photocopying service providers to ensure availability and functionality during university hours.

6. Emergency Response & Flexibility

- Be available for urgent maintenance calls during evenings, weekends, or university events.

- Ensure preparedness for handling power outages, plumbing failures, and facility-related emergencies.

7. Reporting & Documentation

- Maintain a log of complaints, work orders, and tasks completed.
- Submit weekly reports on maintenance status and pending issues to the Manager Admin & Works or Registrar.