

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Maintenance Coordinator
Grade : 4
Incumbent :
Division : Estates and Facilities
Department : Department of Maintenance
Location : Central Campus
Reports to : Director Estates and Facilities through Deputy Director Capital Projects

2. PURPOSE

The Maintenance Coordinator will lead the assigned Maintenance Team and will be responsible for initiating and coordinating the actions of team members to successfully complete assigned tasks.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Maintenance & Building Services**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You (Maintenance Coordinator)	No of Staff Reporting To Them
Carpenter/ Joiners	Approx.2
Electricians	Approx. 2
Plumbers	Approx. 2
Service Technician	Approx. 1

4. KEY ACCOUNTABILITIES

- Annual/Preventative/ Cyclic Maintenance Plans for assigned areas of the university.
- All works relevant to the Support & Mandated Maintenance program of the university.
- Carry out regular building audits, inspection and supervision of works as and when required.
- Assist with preparing scope of work from regular audits, attend and plan facility inspection and preventative checklist.
- Perform and prioritize emergency repairs, and attend to OHS concerns promptly.
- Ensure a safe and well maintained facility for at the University's academic, teaching and learning space as well as the administration areas.
- Perform all corrective/responsive maintenance work in a timely manner.
- Identify problem(s) and facilitate maintenance and repair works relating to carpentry, plumbing, electrical, and external infrastructure.
- Supervise, train and evaluate the maintenance staff.
- Keep detailed and comprehensive files and records relating to the section, and closely coordinate with the Facilities team
- Direct and coordinate all relevant trades people for repairs and maintenance performed on equipment, building system and refurbishment as required. Monitor contract compliance and ensuring that quality standards are met and coordinate the procurement of required resources from stores.
- Prepare and coordinate schedules and tasks for the assigned work teams through the Maintenance Help Desk Administration System ensuring the completion, closure and updating of all assigned job on the Help Desk system.
- Supervising contractors, projects & maintenance staff by providing direction in the prioritization, scheduling and execution of all assigned works.
- Work closely with the Capital Projects infrastructure team ensuring that technical data of infrastructure in assigned areas is accurate and regularly updated.
- Manage the proper scheduling of assigned work vehicles, including the care and maintenance of the vehicle.
- Schedule the assignment of staff to the common spaces ensuring they are kept clean and compliant to OHS and University requirements.
- Conduct monthly feedback meetings with internal stakeholders at assigned work areas
- The incumbent will carry out Risk Management assessments, ensuring Safety and Security of the University buildings by:
 - Ensuring that all maintenance works meet applicable building code, health and safety compliance.
 - Ensuring that all works are performed by licensed & qualified personnel.
 - Ensuring that all building maintenance works are performed as per the local authority's compliance.
 - Coordinating to achieve all required annual facility inspections and reports for fire safety compliance (NFA Certification), Building safety Compliance (Engineer/Cyclone Certification) and Electrical Safety compliance (FEA Certification).
 - Performing monthly visual safety inspection as per the Preventative checklist
- General Responsibility to undertake all other duties as directed by the supervising officer, the Director, Dean, or the Vice Chancellor.

5. KEY CHALLENGES

- Managing and coordinating the staff to achieve deadlines for tasks.

6. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

7. QUALIFICATION AND EXPERIENCE

Essential:

- Trade Diploma in Civil, Building, Architectural or related engineering discipline with at least 5 years' relevant field experience.
- Or Bachelor's degree in Civil, Building, Architectural or relevant engineering field with at least 3 years' relevant field experience
- Valid Driver's License.

Desirable:

- Supervisory experience in Building Maintenance or construction.
- Experience in the hotel industry or tertiary institutions in maintenance engineering field/ project management.

8. KNOWLEDGE & SKILLS

- Demonstrate strong customer service skills.
- Good oral and written English language skills.
- Computing skills – able to use basic office software
- Good Interpersonal skills – ability to put staff, clients and the public at ease in conversations.
- Ability to motivate team building, coaching & mentoring of staffs.
- Hands on skills with AutoCAD or Vector Works application.
- Knowledge of MS Project and National Building Code.
- Knowledge of OHS compliance on Site.
- Knowledge of local authorities' requirements on building compliance.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Director, Manager, Support Staff, Head of Department, Head of School, Dean(s), Vice Chancellor, Staff and students	Daily

EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non-Commercial Industries, Industry, NGOs, Government Ministries Students, School/ Department Principals, Statutory bodies, NGOs and External Institutions/ Universities.	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.