

Job Description

Job Code:

Job Title: Plant Personnel Manager

Job Status: Full time

Unit: Plant Personnel

Department: Advancement and Estates Management Department

Supervisor: Plant Personnel Director

Vision and Mission of the Estates Management Unit

This Unit oversees all aspects of building construction and renovation; and manages day to day upkeep and cleaning of the Bethlehem University campus. By ensuring a clean, well-functioning, aesthetically pleasing, and safe environment for Bethlehem University students, employees and visitors, this Unit makes available the necessary space, place and conditions to carry out the teaching, research, and community engagement activities essential to quality education and University life.

Job Summary

The Plant Personnel Manager assists the Plant Personnel Director in the supervision of the day to day plant operations to achieve the assigned goals for the Unit. The position-holder helps ensure that the Unit's work is accomplished as per the priorities within the framed budget and by maintaining the quality standards of the University. The Plant Personnel Manager assists the University Engineer and Plant Personnel Director in carrying out their duties by providing essential and excellent supervision of other personnel in this Unit.

Duties & Responsibilities

Main routine duties:

1. Staff Management and Supervision

- Assists the Plant Personnel Director in organizing and managing day-to-day maintenance and custodial operations of the University.
- Assigns cleaning and maintenance staff according to daily priorities and supervises their work.
- Oversees an efficient work order system for timely cleaning and repairs of facilities, furniture, equipment, etc.
- Provides training and coaching as needed to ensure everyone is performing their job properly.
- Records and follows up vacations and leaves requests for Unit staff.

2. Resources and Materials

- Determines resource requirements (both human and material), work allocation, and activity deadlines to achieve maximum efficiency and effectiveness in carrying out plant operations.

- Schedules routine inspection and maintenance of plant equipment to prevent wastage, misuse, or neglect of resources.
- Ensures materials, supplies and equipment are readily and continuously available for workers to carry out their duties and that workers properly store materials and equipment.
- Advises Plant Personnel Director with ways to implement cost reduction initiatives to minimize the Unit's expenditures.

3. Campus Environment Standards

- Ensures clean, safe and well-maintained work environment for all employees and students in compliance with the University's policies and government regulations.
- Organizes general cleaning days in anticipation of university events, gatherings and celebrations.

4. Planning

- Assists the Plant Personnel Director in developing annual plan and work procedures to ensure effective operations.
- Together with Plant Personnel Director prepares preventive and reactive maintenance plan for each building and outdoor spaces.
- In collaboration with the University Engineer and the Plant Personnel Director maintains proper documentation for all plant related activities.
- Under the direction of the Plant Personnel Director, plans and executes periodic inspections of the University's properties and facilities.

Responsibilities

(Such as membership on committees or councils)

Supervisory Role

- Maintenance and Cleaning Staff

Working Conditions:

- Monday through Friday from 8:00 am to 4:00 pm according to stated Job Status (evening and weekend flexibility required).
- Any other tasks as requested by the immediate supervisor

Qualifications

Job Factors

- At least 3 years of experience in property and buildings upkeep with a basic knowledge in areas of plumbing, electrical maintenance, carpentry, heating and air conditioning, general maintenance and custodial care.
- Certificate in Vocational Training

Performance Standards:

- Ability to communicate clearly and concisely both orally and in writing.
- A good command of Arabic and English language skills.
- A good command of IT skills and using basic Microsoft programs.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Problem solving, identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Interpersonal Skills, maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability is consistently at work and on time and follows up instructions from immediate supervisor.
- Teamwork, ability to motivate and encourage people to collaborate, share ideas, to achieve their common objectives.
- Management and Leadership skills including, organization, attention to details, time management, ability to work calmly under pressure and to be a positive influence on subordinates.
- Customer service in dealing with faculty and staff work order requests.

Special Employment Terms & Conditions:

Signature of Supervisor _____ **Date** _____

Signature of Employee _____ **Date** _____

Approval of the VP for HR _____ **Date** _____

This job description may be reviewed annually or as the need arises.