



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Manager of Physical Plant Operations

Job Description

POSITION TITLE:

MANAGER OF PHYSICAL PLANT OPERATIONS

1. Position Purpose:

The Manager of Physical Plant Operations is responsible for planning, organizing, coordinating, directing, and controlling all Physical Plant functions; and for coordinating with other University employees the administration of University fire and safety programs. He is responsible for all physical facilities; physical plant budget; supervision of physical plant personnel, supervision of new construction and remodeling of facilities; repair and maintenance, housekeeping and supporting services of facilities; and systematic inspection, planning, and accomplishing repairs to facilities, equipment and grounds.

2. Major Duties and Responsibilities:

- Manages the overall operations of the Physical Plant Department, including: the performance of maintenance and custodial tasks, purchase and distribution of utilities, design and construction of renovations, and administration of contracts for new facilities.
- Evaluates and ensures the efficient operation of the department, controlling operation expenses at a minimum level consistent with sound maintenance practices.
- Provides administrative and technical direction and supervision to department staff in completing work assignments.
- Supervises negotiations and bids for construction and renovation contracts; administers such contracts.

- Discusses, plans and delegates major project assignments to supervisory staff; determines building and maintenance priorities of significant scope.
- Advises and informs Vice Rectors, deans, faculty, and staff members on physical plant matters and problem areas.
- Oversees and manages repair and maintenance of all facilities, buildings and grounds.
- Ensures proper upkeep of facilities to include ventilation, lighting, cleanliness, sanitation, general appearance of buildings and grounds, and emergency situations affecting the campus.
- Creates and maintains a preventative maintenance program; reviews the program regularly; updates program as needed.
- Ensures that parking facilities are maintained in good condition with adequate lighting and safety features.
- Supervises remodeling and renovations projects undertaken by University personnel
- Coordinates the purchase of necessary supplies, equipment and services from appropriate sources and maintains proper inventory control.
- Supervises the University's building, grounds, maintenance, housekeeping and custodial personnel; supervises tradesmen, contractors and/or their employees hired for specific work.
- Ensures compliance with hazardous materials disposal regulations.
- Maintains liaison with architects, engineers, and contractors/subcontractors engaged in plant expansion, renovation, or other major projects. Acts as the principal point of contact in such efforts to ensure the interests of the University are protected.
- Prepares the annual budget for physical facilities.
- Maintains the repository for all plant blueprints and drawings. Maintains central key controls for the plant. Updates floor plans to show physical changes.
- Oversees and manages all environmental and health programs.
- Maintains sufficient records, files, controls, and procedures to ensure management and work production.
- Collaborates with the Vice Rector for Financial and Business Affairs, other Directors and PMU officials to achieve the objectives of the University.

3. Reporting Line:

The Manager of Physical Plant Operations reports to the Vice Rector for Finance and Business Affairs.

4. Span of Control:

The Manager of Physical Plant Operations oversees all staff and budgets within the physical plant operation.

5. Qualifications:

- Bachelor's degree in business, engineering or related field.
- The ability to speak and write fluently in English.
- 8 years of manager or similar senior-level administrative experience in facilities management or other service-oriented operation.
- Demonstrated organizational skills, strong written and verbal communication skills.
- Ability to interact with external agencies.
- Experience in developing and leading teams, creative problem solving, and a commitment to service excellence.