



## **Building and Ground Coordinator**

**Job Title:** Building and Ground Coordinator (3 Positions – One per Campus)

**Organization:** Innovative University of Enga

**Department:** Vice President Administration

**Location:** Three Campuses of Innovative University of Enga

**Reports To:** Director of Facilities / Campus Administrator

**Employment Type:** Full-Time

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## **Job Summary**

The **Building and Ground Coordinator** is responsible for overseeing the maintenance, safety, cleanliness, and operational readiness of university buildings, grounds, and related infrastructure at the assigned campus of the **Innovative University of Enga**. The position ensures that facilities support teaching, learning, research, and administrative activities by coordinating maintenance services, supervising grounds staff, and ensuring compliance with university standards and safety regulations.

Three (3) positions are available, with one coordinator assigned to each campus of the university.

## **Key Responsibilities**

### **1. Facilities and Building Maintenance**

- Coordinate the routine maintenance and repair of campus buildings, classrooms, offices, laboratories, and other facilities.
- Conduct regular inspections of buildings and infrastructure to ensure they are safe, functional, and well maintained.
- Report structural issues, damages, or maintenance needs and coordinate timely repairs.
- Maintain maintenance schedules for electrical, plumbing, HVAC, and other building systems.
- Ensure facilities meet health, safety, and environmental standards.

## **2. Grounds and Landscape Management**

- Oversee the maintenance and landscaping of campus grounds, including lawns, gardens, walkways, and parking areas.
- Coordinate cleaning and upkeep of outdoor spaces, sports fields, and recreational areas.
- Ensure proper waste management and environmental cleanliness across the campus.
- Monitor irrigation systems and water usage for landscaping.

## **3. Staff Supervision and Coordination**

- Supervise groundskeepers, cleaners, and maintenance workers assigned to the campus.
- Assign tasks, monitor performance, and ensure timely completion of work.
- Provide guidance and support to maintenance and grounds staff.
- Coordinate with contractors and service providers when required.

## **4. Safety and Compliance**

- Ensure campus facilities comply with occupational health and safety regulations.
- Monitor fire safety systems, emergency exits, and safety equipment.
- Participate in safety inspections and emergency preparedness planning.
- Report hazards and take corrective action when necessary.

## **5. Asset and Resource Management**

- Maintain inventory of maintenance equipment, tools, and supplies.
- Ensure proper use and storage of equipment and materials.
- Assist with planning and budgeting for facility maintenance and improvement projects.

## **6. Event and Operational Support**

- Coordinate facility setup and support for university events, meetings, and academic activities.
- Ensure venues are properly prepared and cleaned before and after events.
- Provide logistical support for campus operations as required.

## **7. Reporting and Documentation**

- Maintain records of maintenance activities, inspections, and repairs.
  - Prepare periodic reports on facility conditions and maintenance needs.
  - Assist in planning infrastructure upgrades and campus development initiatives.
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## Qualifications and Experience

- Diploma or Bachelor's degree in **Facilities Management, Building Construction, Engineering, or a related field.**
- Minimum **3–5 years of experience** in building maintenance, facilities management, or grounds supervision.
- Experience supervising maintenance or grounds staff is highly desirable.
- Knowledge of building systems, landscaping, and maintenance procedures.
- Strong organizational and coordination skills.

## Skills and Competencies

- Ability to plan, organize, and coordinate maintenance activities.
  - Good leadership and team supervision skills.
  - Problem-solving and decision-making abilities.
  - Strong communication and interpersonal skills.
  - Basic computer skills for reporting and documentation.
  - Ability to work independently and respond to emergencies when needed.
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