



Maintenance Coordinator (3 Positions – One per Campus)

Organization: Innovative University of Enga

Department: Vice President Administration

Reports To: Director of Facilities / Campus Administrator

Employment Type: Full-Time

Duty Station: Assigned to one of the University's three campuses

Job Summary

The Maintenance Coordinator is responsible for coordinating, supervising, and ensuring the effective maintenance of university buildings, infrastructure, and equipment within the assigned campus. The role ensures that facilities are safe, functional, and well maintained to support teaching, learning, and administrative activities.

Key Responsibilities

1. Facilities Maintenance Coordination

- Coordinate routine and emergency maintenance of campus buildings, classrooms, offices, and other facilities.
- Ensure proper maintenance of electrical, plumbing, carpentry, and mechanical systems.
- Inspect campus infrastructure regularly to identify maintenance needs.
- Schedule and supervise repair and maintenance work.

2. Preventive Maintenance

- Develop and implement preventive maintenance schedules for university facilities and equipment.
- Monitor maintenance activities to ensure they are completed on time and to required standards.

- Maintain maintenance logs and service records.

3. Staff and Contractor Supervision

- Supervise maintenance staff including technicians, electricians, plumbers, and general workers.
- Coordinate with external contractors and service providers for specialized maintenance tasks.
- Ensure maintenance work is carried out safely and efficiently.

4. Facilities Inspection and Safety

- Conduct routine inspections of buildings and facilities to ensure safety and compliance.
- Identify hazards and recommend corrective actions.
- Ensure compliance with workplace health and safety regulations.

5. Resource and Inventory Management

- Monitor and manage maintenance tools, materials, and equipment.
- Ensure proper storage and availability of maintenance supplies.
- Coordinate procurement requests for maintenance materials.

6. Reporting and Documentation

- Maintain detailed records of maintenance activities and repairs.
- Prepare periodic reports on campus maintenance status.
- Report major maintenance issues and infrastructure concerns to management.

7. Coordination with Campus Administration

- Work closely with the Campus Administrator and university management.
- Support planning for campus development and infrastructure improvements.
- Assist in organizing maintenance support for university events and activities.

Qualifications

- Diploma or Bachelor's Degree in:
 - Building Construction
 - Engineering (Civil, Electrical, Mechanical)

- Facilities Management
- Technical or Trade-related fields

Experience

- Minimum **3–5 years experience** in facilities maintenance, construction, or infrastructure management.
- Experience supervising maintenance teams or contractors is desirable.
- Experience in an educational institution is an advantage.

Skills and Competencies

- Strong knowledge of building maintenance systems
- Basic technical knowledge in plumbing, electrical, and general repairs
- Leadership and team supervision skills
- Good problem-solving and troubleshooting abilities
- Organizational and planning skills
- Computer literacy for maintenance records and reporting

Key Performance Indicators (KPIs)

- Timely completion of maintenance work
 - Condition and functionality of campus facilities
 - Reduction of equipment downtime
 - Compliance with safety standards
 - Effective supervision of maintenance staff
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