

Maintenance Manager

For a reputable company in Iraq

Major: degree in Electrical Engineering, Mechanical Engineering, or any related field

Experience: 10-12 years of experience, with 5 years in managerial level

Major Responsibilities:

- Applying and following the client contractual QHSE obligations, PSGS' QHSE policy and procedures.
- Maintaining the integrity of the ISO Management Documentation System and standards of ISO 9001, ISO 14001, ISO 22000, & ISO 45000.
- Ensuring Safe Work Practices at all times, immediately addressing any unsafe act witnessed or reported by subordinates. Investigating the reasons behind the unsafe act to avoid it reoccurring in the future.
- Responsible for all day-to-day facility related operations including scheduled maintenance, repairs, upgrades, work requests, and emergencies at assigned facilities. Oversees multiple third-party vendors and subcontractors.
- Coordinating preventive and corrective maintenance of Facilities, mechanical, electrical, HVAC, Utilities and instrumentation equipment
- Delegating department heads to conduct frequent inspections in the designated areas to check for adherence to problems and maintenance issues.
- Scheduling and performing preventative maintenance on facility systems and equipment with the Maintenance team, and ensuring all paperwork and spare parts are available to perform the required work.
- Documenting repair request completion to include time requirements, repair/parts costs, and notification of completion to reporting parties. Maintaining detailed records on all facilities including repair records, preventative maintenance schedules, and cost of repair.
- Controlling timesheets and leave schedules of all Maintenance employees.
- Reviewing, approving and processing all maintenance-related requisitions.
- Responsible for facilities modifications, maintenance, and project work related to equipment
- Prepare bid sheets and contracts for construction and facilities refurbishment
- Performing other duties as directed.

Additional Requirements:

- Experience in Advanced trainings in safety discipline (PTW, Working at height, confined space, etc.)
- The incumbent will exercise considerable judgment in planning, maintaining records and training activities within the ISO system.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802