

Organizational Structure of Operation and Maintenance Department



Introduction

The organizational guide is regarded as one of the most crucial elements that contributes to increasing the effectiveness of performance in administrative work because it expresses the organizational structure, responsibilities, and overall goals of each department in a way that reflects the level of performance in the workplace.

Due to this, this handbook for the Operation and Maintenance Department has been created based on its terms of reference, management responsibilities, and divisions, in line with its authorized organizational structure.

The following were some of the primary components the guide relied on:

- General Objective
- Organizational Correlation
- Tasks

God willing, we pray that this handbook will assist the administration fulfill to the best of its abilities the duties that have been assigned to it by enhancing the level of performance and efficiency.

Department Vision

obtaining exceptional high-level services to create a welcoming and effective learning and working environment.

Department Mission:

attempting to raise the standard of operation, upkeep, and cleaning services at the university in a way that reflects the institution's realities and its concern for its staff.

Department Values

Work as one team

Sincerity

Justice

Credibility

Transparency

Department Objectives:

- Delivering the best maintenance, operation, and cleaning services for university facilities.
- Aiming to create a useful and healthy atmosphere that improves the quality of the services offered.
- Minimizing the misuse of public funds.

❖ **First: Definitions**

Wherever the following terms and expressions occur in this handbook, they must be understood to imply what is specified opposite them, unless the context clearly dictates otherwise:

University: Hafar Al-Batin University.

President: President of Hafr Al-Batin University.

Department: Operation and Maintenance Department.

Facilities: All university educational, service and residential buildings.

City: The city in which the building is located.

The guide: the organizational guide for the operation and maintenance department.

❖ **Second:** The Organizational and Administrative Correlation of the Department

The department is administratively and organizationally linked to the general Supervisor of Technical Affairs and Services.

❖ **Third:** Formation of Operation and Maintenance Department

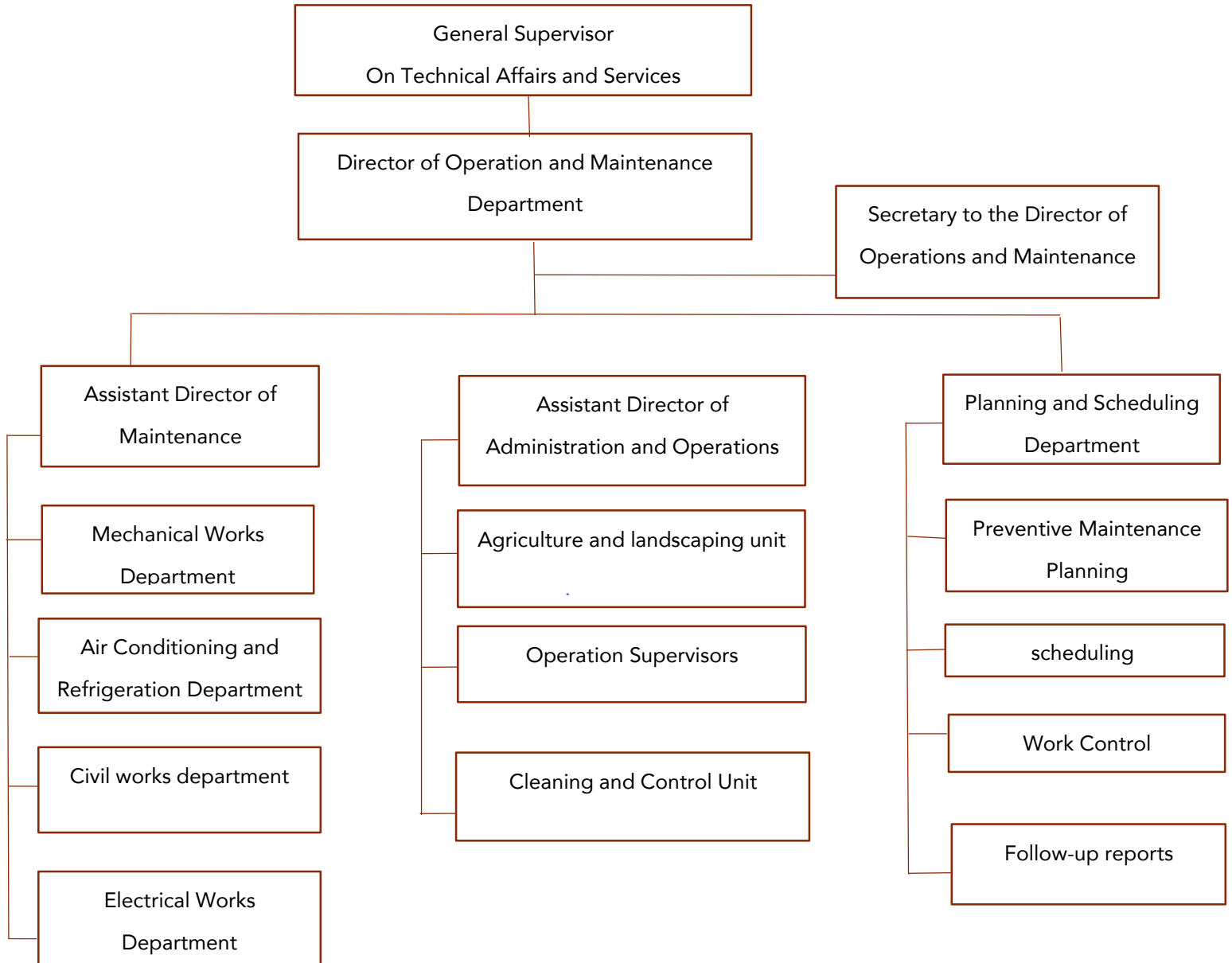
The Operation and Maintenance Department shall be formed in accordance with the provisions and articles of this Manual

❖ **Fourth:** The Tasks and Functions of the Department

- Overseeing all administrative and instructional facilities at the university's operation, upkeep, and cleaning services.
- Keeping up the university's structures and resources to carry out the tasks for which they were built.
- Use cutting-edge, suitable, and efficient methods and technology to maintain and run university buildings and facilities.
- Analyzing the allocation of financial resources for upkeep projects in collaboration with the General Administration of Administrative and Financial Affairs.
- Inspect university structures and facilities on a regular basis, and create plans for ongoing renovations through an integrated program for building and construction operations, working in tandem with the Projects General Administration.
- Monitor the progress of maintenance tasks and assign the required supplies to meet its requirements for spare parts, tools, equipment, repair shops, etc.

- Monitor the execution of all university-wide instructional and administrative facility renovations, alterations, and modest expansions.
- Supervising the yearly preventive and emergency maintenance plan's creation and implementation in collaboration with the relevant departments.
- Examine and audit every final and up-to-date abstract of the work done on the ground.
- Trying to improve the abilities of management staff members through specific training programs, whether they are technicians or administrators.
- Establishing the programs and taking the steps necessary to assure their execution in order to preserve the university's buildings and infrastructure.
- Integrate safety and environmental protection concepts into all maintenance and operating procedures.
- Developing the proposed annual administrative budget in consultation with the appropriate authorities.
- Creating, in collaboration with the General Administration of Administrative and Financial Affairs, the terms and requirements of the operation and maintenance contracts required for university facilities, and then monitoring them in order to provide them.
- Direct oversight of the completion of urgent repair tasks.
- Making suggestions on methods to strengthen and fix a few potential operational issues that could arise after use.
 - rationalizing expenditures and cutting back on maintenance-related expenses.
 - Follow up on the execution of contracts for operation and upkeep given to specialist contractors and complete the administrative and technical processes for them.

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Operation and Maintenance Department

❖ General Objectives:

Providing the best operation, maintenance and cleaning services in the university facilities and raising the level of university performance by creating a healthy working environment and reducing waste of public money.

❖ Organizational Correlation:

Reported to the General Supervisor of Technical Affairs and Services.

❖ Tasks:

- Develop plans for the administration's work in accordance with the university's horizons plan and supervise its implementation.
- View the transactions received by the Department and direct them according to the specialization.
- Reviewing the monthly business reports, recommendations, the most prominent achievements of the administration, and proposals for development, and submitting them to the Vice Rector.
- Representing the administration in meetings and conferences.
- Participate in committees and work teams related to the work of the administration.
- Coordinating with the specialized organizational units in developing technical systems related to the work of the department and following up on updating them.
- Administrative and technical supervision of the organizational units associated with it and coordination among them in order to achieve the general objective.

❖ The Director of Operation and Maintenance is responsible for the following:

Secretary to the Director of Operations and Maintenance

Assistant Director of Maintenance Department

Assistant Director of Operations
Department

Planning and Scheduling

Electrical Works Department

Operation Supervisors

scheduling

Mechanical Works Department

Agriculture and landscaping Unit

Preventive Maintenance Planning

Air Conditioning and Refrigeration Department

Cleaning and Control Unit

Work Controls

Civil Works Department

Follow-up Reports