

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Estate In-charge

1.2 Position Level: 10

1.3 Occupational Group: Administrative and Technical Staff

1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION

- To oversee the maintenance, operation, and development of college buildings, infrastructure, utilities, and campus facilities.
- To ensure that the college estate, including electrical, civil, water supply, and sanitation systems, remains safe, functional, and well-maintained.
- To supervise estate maintenance activities and coordinate repair, renovation, and construction works.
- To support efficient utilization of college facilities while ensuring compliance with safety standards and institutional policies.

3. GENERAL ROLES AND RESPONSIBILITIES

Estate and Infrastructure Management

- Supervise the maintenance and repair of college buildings, roads, drainage systems, boundary fences, and other infrastructure.
- Monitor the condition of classrooms, offices, hostels, laboratories, staff quarters, and other facilities.
- Coordinate preventive and corrective maintenance works to minimize disruptions.
- Conduct regular inspections and recommend improvements to campus infrastructure.

Utilities Management

- Monitor the operation and maintenance of electrical systems, water supply networks, sanitation facilities, and other utilities.
- Ensure uninterrupted utility services through timely maintenance and repairs.
- Coordinate with relevant service providers, contractors, and government agencies when necessary.
- Report utility faults and ensure prompt corrective action.

Supervision and Coordination

- Supervise maintenance personnel, electricians, plumbers, carpenters, and other estate support staff.

- Coordinate the work of contractors engaged in repair, renovation, and construction projects.
- Ensure quality workmanship and compliance with approved specifications.
- Monitor completion of assigned maintenance activities within agreed timelines.

Administrative Support

- Maintain records of maintenance requests, repair works, inspections, inventories, and contractor performance.
- Prepare maintenance schedules, estimates, reports, and work plans.
- Assist in budgeting for estate maintenance and infrastructure development.
- Ensure compliance with workplace safety standards and environmental regulations.
- Perform any other estate-related duties assigned by the management.

4. SPECIFIC ROLES AND RESPONSIBILITIES

The Estate In-charge is responsible for ensuring the effective management, maintenance, and operation of the college's physical infrastructure and utilities. The position oversees preventive and corrective maintenance of buildings, electrical and civil installations, water supply and sanitation systems, supervises maintenance personnel and contractors, maintains estate records, and supports infrastructure planning and development. The Estate In-charge shall promote a safe, clean, and functional campus environment while ensuring efficient utilization of institutional resources and compliance with applicable standards, regulations, and college policies.

5. QUALIFICATION REQUIREMENTS

5.1 Education

- Class XII Passed.
- Diploma in Civil Engineering or Electrical Engineering from a recognized institution.

5.2 Experience

- Relevant experience in estate management, facility maintenance, civil works, electrical maintenance, or infrastructure management in a government agency, educational institution, or recognized organization will be an added advantage.
- Fresh candidates meeting the qualification requirements may also be considered.

5.3 Knowledge, Skills, and Abilities

- Good knowledge of building maintenance, civil works, and electrical systems.
- Knowledge of preventive maintenance practices and facility management.
- Ability to supervise maintenance staff and coordinate contractors effectively.
- Basic understanding of occupational health, safety, and environmental standards.
- Ability to prepare maintenance reports, work schedules, and technical records.
- Good problem-solving, organizational, and planning skills.

- Effective communication and interpersonal skills.
- Ability to work independently and respond promptly to maintenance emergencies.
- Honest, dependable, and committed to maintaining college facilities and assets.
- Physically fit and willing to work beyond normal office hours whenever official duties require.