

 FIRAT ÜNİVERSİTESİ FIRAT UNIVERSITY	SUPPORT SERVICES	Document No.	KYS-GRV-063
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		Publication Date	
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		Page Number	1 / 1

JOB TITLE	Support Services
TITLE AFFILIATED	Unit Chief

JOB DESCRIPTION

To carry out the work and transactions for which he/she is responsible within the framework of the authorities required by his/her title, in accordance with the law and other legislative regulations; to perform primary and continuous public services carried out in accordance with general administrative principles.

DUTIES, AUTHORITIES AND RESPONSIBILITIES

- ✓ To ensure that all official photocopy and printing processes of the faculty are carried out smoothly.
- ✓ To carry out the duplication of surveys, documents and notes related to the courses.
- ✓ To ensure that the maintenance and repair of the relevant machines and equipment are carried out.
- ✓ To ensure that the cleaning and maintenance of the service building and the building's surroundings are carried out regularly.
- ✓ To ensure that the maintenance and repair of the DATA, electrical and water failures of the Faculty of Pharmacy and the amphitheater block, as well as the fixed assets and laboratory materials are carried out.
- ✓ To ensure that the protection, irrigation and mowing of green areas are carried out and followed up.
- ✓ To monitor the lighting, heating and cooling processes of the building.
- ✓ To ensure that the classrooms are prepared for education and training in terms of equipment and cleaning and to follow up.
- ✓ To ensure that the maintenance and repairs carried out by outsourcing are carried out in accordance with the relevant specifications.
- ✓ To ensure that the transportation, loading and unloading processes needed in the faculty are carried out.
- ✓ To provide infrastructure support for all kinds of meetings, promotions and organizations.
- ✓ To ensure that all units of the faculty take necessary precautions against fire, flood, etc. and theft, and to report any deficiencies detected to the unit manager.
- ✓ To ensure that services are carried out effectively, efficiently and quickly in the area of responsibility of the subordinate staff.
- ✓ To check the areas of responsibility of the assistant staff on a daily basis, to follow up on work and to prevent possible disruptions.
- ✓ To take necessary measures to prevent disruptions in work when the assistant staff is on leave due to illness, etc.
- ✓ To provide a harmonious and efficient working environment by distributing work among the subordinate staff.
- ✓ To carry out other duties assigned by the Law, Statutes and Regulations, as well as duties assigned by the Dean, Vice Deans and Faculty Secretary.

QUALIFICATIONS REQUIRED FOR THE JOB

- To meet the requirements specified in the Civil Servants Law No. 657
- To have the necessary decision-making and problem-solving skills to ensure the best possible continuation of activities

LEGAL BASIS

- Civil Servants Law No. 657,