

Regulations of the Department of Infrastructure Management, Occupational Safety and Logistics

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the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

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Regulation of the Department of Infrastructure Management, Occupational Safety and Logistics of LEPL Georgian Technical University

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Department of Infrastructure Management, Occupational Safety and Logistics (hereinafter referred to as the Department) of the Georgian Technical University and regulates other issues related to the Department's activities.
2. The Department's goals are to maintain the buildings and other physical assets of the Georgian Technical University, plan and manage University-wide construction and renovation projects, manage warehousing and supply chain, and promote occupational safety at the University.
3. The Department is a structural unit of the administration of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the Constitution of Georgia, the Organic Law of Georgia "On Occupational Safety", the Law of Georgia "On Higher Education", the Charter of the Georgian Technical University, these regulations, the job descriptions of the Department staff and the current legislation of Georgia.
4. The Department is accountable to the rector, the head of administration (chancellor) and the deputy head of administration (chancellor), who exercise official supervision over it in accordance with the law.

Article 2. Functions of the Department

1. The main functions and tasks of the Department are defined according to the units in the Department. The functions of the Department are:
 - 1.1. Participation in drawing up the annual plan of construction-reconstruction works of the buildings owned by the University, planning, designing construction-repair and operation works, and subsequently carrying out constant control and supervision on the executing organization;
 - 1.2. Constant monitoring and preparation of University property to receive more material and financial benefits;
 - 1.3. Preparing relevant documentation for paying utility bills and sending it to the relevant Department;
 - 1.4. Preparation and coordination of technical documentation for proper operation of electricity, water supply, gas supply, plumbing, communications, elevators, boiler house and other systems;
 - 1.5. Implementation of control over the proper operation of buildings, machinery, electrical installations, elevators, other devices, sewage, water supply, ventilation, heating, underground communications and other systems;
 - 1.6. Supply of University faculties and other structural units with the necessary material values, stationery and various economic inventory;
 - 1.7. Management of the warehouse and implementation, organization and control of logistics activities, ensuring the proper operation of the chain;

- 1.8. Maintenance and cleaning of University educational buildings, as well as auxiliary buildings, maintenance of plants;
- 1.9. In agreement with the head of the administration, controlling the proper operation of the vehicles and the garage owned by the University, supplying the garage with fuel and lubricants, preparing cost estimates for the spare parts needed for the repair of the vehicles;
- 1.10. Formation of complete and true information about the University's business processes and activity results, which is necessary for operational leadership and management;
- 1.11. Accounting of stocks in warehouses and constant control of stocks;
- 1.12. Facilitation of the inventory process of the material values listed on the University's balance sheet;
- 1.13. Development of general fire safety instructions and control of implementation;
- 1.14. Compliance with the requirements of the Organic Law of Georgia "On Occupational Safety";
- 1.15. Promoting the creation of a safe working environment in the main and auxiliary buildings of the University;
- 1.16. Supervision and control of contractual obligations on issues of material and technical provision;
- 1.17. Development of relevant policy documents and/or procedures regarding issues within the Department's competence;
- 1.18. Monitoring of proper operation of the premises leased by the University;
- 1.19. Promotion of University business process management;
- 1.20. Responding to correspondence received in the Department within the scope of competence;
- 1.21. Implementation of other powers defined by the legal acts of the University.

Article 3. Structure of the Department

1. The structural subdivisions of the Department are:

- 1.1. Infrastructure Management Unit;
- 1.2. Unit of Occupational Safety;
- 1.3. Supply Unit.

Article 4. Infrastructure Management Unit

The main functions of the infrastructure management unit are:

- a) responsibility for proper and smooth functioning of the economic infrastructure of the University;
- b) provision of University buildings with communal living conditions (heating, air conditioning, water, electricity, cleaning, etc.);

- c) ensuring the protection of material values listed on the University's balance sheet in accordance with the law;
- d) ensuring fire safety within the scope of competence;
- e) ensuring the maintenance and arrangement of the University's administrative building, yard;
- f) carrying out small repair works of the administrative building of the University (drawing up of cost estimates, purchase of building materials if necessary, control of the progress of work and normal consumption of materials);
- g) participation in conducting the inventory of the University's main assets and commodity material value and determining the results of the inventory in accordance with the rules established by the current legislation;
- h) implementation of other activities in accordance with the current legislation of Georgia and these regulations.

Article 5. Unit of Occupational Safety

The main functions of the occupational safety unit are:

- a) ensuring the fulfillment of the requirements stipulated by the legislation on occupational safety;
- b) taking care of the occupational safety of the employees, creating a safe working environment and establishing appropriate standards of behavior for them;
- c) planning preventive measures for occupational safety and ensuring the implementation of these measures;
- d) development of fire safety and evacuation plans;
- e) training University employees in issues of occupational safety and health protection, providing them with relevant information and consulting;
- f) ensuring the fulfillment of other obligations established by the legislation on occupational safety within the competence;
- g) implementation of other activities in accordance with the current legislation of Georgia and these regulations.

Article 6. Supply Unit

1. The main functions of the supply unit are:

- a) supply/distribution of structural units of the University with organizational equipment, stationery and other necessary inventory and items;
- b) coordination of the proper management of the University's warehousing, implementation of control over the consumption of stocks;

- c) to participate in conducting the inventory of the University's main assets and commodity material values and determining the results of the inventory in accordance with the rules established by the current legislation;
- d) determination of annual needs based on the request of structural units on issues of material and technical provision and submission to the head of the Department;
- e) receiving, recording, warehousing and issuing/distributing assets transferred and/or received in various forms for structural units of the University;
- f) implementation of other activities in accordance with the current legislation of Georgia and these regulations.

Article 7. Management and Employees of the Department

1. The Department is headed by the head of the Department, who is appointed and dismissed by the rector of the University.

2. Head of the Department:

- a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;
- b) states the position of the Department on the issues on which the rector of the University makes a decision;
- c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;
- d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;
- f) signs and stamps the documents prepared in the Department;
- g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;
- h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;
- i) controls the observance of internal regulations by the employees of the Department;
- j) is responsible for the performance of tasks and functions assigned to the Department;
- k) exercises other powers defined by the legal acts of the University.

3. The deputy head of the Department, within the scope of his/her competence:

- a) participates in the prioritization of tasks to be performed by the Department;
- b) controls and facilitates the process of achieving the tasks set for the Department;
- c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;
- d) gives advice and recommendations to the employees of the Department in order to improve and develop the quality of work;
- e) participates or himself/herself organizes and controls the activities of the Department and relevant Departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- f) assists the head of the Department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duties.

4. Head of the unit, within his/her competence:

- a) sets tasks of the unit, organizes and manages activities, supervises task performance, controls priorities and deadlines;
- c) based on the functions and competencies of the unit, is responsible for the preparation and/or coordination of the preparation of conclusions, various recommendations;
- d) agrees and is responsible for the functions, procedures, reports, conclusions and various acts performed by the unit;
- e) prepares and presents initiatives within the unit's competence;
- f) communicates with external organizations on the instructions of the head of the Department;
- g) is responsible for the evaluation, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;
- h) performs other functions related to the unit's activities on the instructions of the head of the Department.

5. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department and/or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

6. The number of staff and ranking of the Department is determined in accordance with the structure approved by the Representative Council (Senate) of the University.

7. The University rector appoints and dismisses employees of the Department.

8. The rights and duties of the employees of the Department are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Article 8. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Department.