

## **Regulation of the LEPL Georgian Technical University Service for Infrastructure Development**

### **Article 1. General Provisions**

1. This Regulation determines the legal status, structure, authority, and accountability of the University Service for Infrastructure Development of the Georgian Technical University (hereinafter referred to as the Service) and regulates other issues related to the Service activities.
2. The Service goals are to maintain and care for buildings, structures and other physical assets of the Georgian Technical University, plan and manage construction and renovation projects throughout the University, manage warehouse management and the supply chain, and promote occupational safety at the University.
3. The Service is a structural unit of the Georgian Technical University (hereinafter referred to as the University), which conducts its activities according to the Constitution of Georgia, the Organic Law of Georgia on “Labor Safety”, the Law of Georgia on “Higher Education”, the Regulations of the Georgian Technical University, by this provision, the job descriptions of the Service personnel and the current legislation of Georgia.
4. The Service is accountable to the Rector, the Head of Administration (Chancellor), and the Deputy Head of Administration (Chancellor), who exercise official supervision over it according to the procedure established by law.

### **Article 2. Functions of the Service**

1. The main functions and tasks of the Service are determined by the centers included in the Service. The functions of the Service are:
  - 1.1. Participation in the preparation of the annual plan for construction and reconstruction works of buildings and structures owned by the University, planning, designing construction, repair, and operation works and subsequently exercising constant control and supervision over the executing organization;
  - 1.2. Constant monitoring and preparation of the University property to obtain greater material and financial benefits;
  - 1.3. Preparation of relevant documentation for payment of utility bills and sending it to the appropriate structural unit;
  - 1.4. Preparation and coordination of technical documentation for the proper operation of electricity, water supply, gas supply, plumbing, elevators, boiler rooms and other systems;
  - 1.5. Control over the proper operation of buildings and structures, machinery and equipment, electrical power plants, elevators, other devices, sewage, water supply, ventilation, heating, underground communications and other systems;
  - 1.6. Supply university faculties and other structural units with the necessary material values, stationery, and various farm equipment;
  - 1.7. Management of the warehouse and implementation of logistics activities, organization, and control, ensuring the proper operation of the chain;

- 1.8. Maintenance and cleaning of the University educational buildings, as well as auxiliary buildings and structures, care for plants;
- 1.9. In agreement with the head of administration, control over the proper operation of the University vehicles and garage, supply the garage with fuel and lubricants, cost preparation estimates for spare parts required for the vehicles's repair;
- 1.10. Formation of complete and accurate information about the University's economic processes and results of activities, which is necessary for operational management and governance;
- 1.11. Accounting for stocks in warehouses and constant stock control;
- 1.12. Facilitating the inventory process of material values recorded on the University balance;
- 1.13. Compliance with and fulfillment of the requirements of the Organic Law of Georgia "On Labor Safety";
- 1.14. Facilitating the creation of a safe working environment in the University's main and auxiliary buildings;
- 1.15. Supervision and control of contractual obligations on material and technical support issues;
- 1.16. Development of relevant policy documents and/or procedures regarding issues within the competence of the service;
- 1.17. Monitoring the proper operation of the premises leased by the University;
- 1.18. Supporting the management of the University business processes;
- 1.19. Responding to incoming correspondence within the scope of competence;
- 1.20. Exercising other powers specified according to the University's legal acts.

### **Article 3. Structure of the Service**

1. The structural subdivisions of the Service are:
  - 1.1. Technical Support Center;
  - 1.2. Labor Safety Center;
  - 1.3. Logistics Support Center.

### **Article 4. Technical Support Center**

The main functions of the Technical Support Center are:

- a) Responsibility for the smooth and uninterrupted functioning of the University's economic infrastructure;
- b) Providing the University buildings with communal and residential conditions (heating, air conditioning, water, electricity, cleaning, etc.);
- c) Ensuring the maintenance and arrangement of the University administrative building and yard;
- d) Carrying out minor repair works of the University administrative building (compiling cost estimates, purchasing construction materials if necessary, controlling the progress of work and the normed consumption of materials);
- e) Assist in conducting an inventory of the University's fixed and tangible assets and determining the results of the inventory, according to the procedure established by the applicable legislation;
- f) Carry out other activities according to the applicable legislation of Georgia and this Regulation.

### **Article 5. Labor Safety Center**

The main functions of the Labor Safety Center are:

- a) ensuring compliance with the requirements stipulated by the labor safety legislation;
- b) developing a labor safety and health protection policy;
- c) taking care of the labor safety of employees, creating a safe working environment, and establishing appropriate standards of behavior for them;
- d) planning preventive measures for labor safety and ensuring the implementation of these measures;
- e) developing labor safety and emergency action plans;
- f) Training University employees in occupational safety and health protection issues, providing them with relevant information and consulting;
- g) Ensuring the fulfillment of other obligations established by the legislation on occupational safety within the scope of competence;
- h) Carrying out other activities according to the current legislation of Georgia and this Regulation.

#### **Article 6. Logistics Support Center**

1. The main functions of the Logistics Support Center are:

- a) Supply/distribution of organizational equipment, stationery, and other necessary inventory and items to the University structural units;
- b) Coordination of the proper management of the University warehouse, control over the supplies consumption;
- c) Assistance in conducting an inventory of the University's fixed assets and tangible assets and determining the results of the inventory, according to the procedure established by the current legislation;
- d) Determining annual requirements for material and technical support based on the requests of the structural University units and submitting them to the Head of the Service;
- e) Receiving, recording, storing, and issuing/distributing assets transferred and/or received in various forms to the University structural units according to the requirements;
- f) Carrying out other activities according to the current legislation of Georgia and these Regulations.

#### **Article 7. Management and Service Employees**

1. The Service is headed by the Service Manager, who is appointed and dismissed by the Rector of the University.

2. The Head of the Service:

- a) sets long-term and short-term objectives for the Service, directs and controls work plans to achieve the set objectives, and is responsible for their implementation;
- b) expresses the position of the Service on issues on which the Rector of the University makes decisions;
- c) is responsible for the assessment, encouragement, development, and motivation of the Service employees under his/her control, initiates disciplinary measures, agrees and/or determines the deadlines for the work to be performed by the service;
- d) organizes and controls the activities of the service, regulates and resolves professional and organizational problems that are of particular importance for the effective Service work;
- e) approves and is responsible for the functions, procedures, conclusions, reports, and various acts performed by the Service;
- f) signs and stamps documents prepared by the Service;
- g) submits proposals to the University management to optimize the structure and staffing schedule of the Service;

- h) proposes the allocation of funds, equipment, and inventory necessary to fulfill the tasks of the Service;
- i) monitors the compliance of the Service employees with the Internal Regulations;
- j) is responsible for the performance of the tasks and functions assigned to the position;
- k) exercises other powers specified in the University's legal acts.

3. The Deputy Head of the Service, within the scope of his/her competence:

- a) Participates in prioritizing the tasks to be performed by the Service;
- b) Controls and facilitates the process of achieving the tasks set for the Service;
- c) As necessary, conducts communication, preparatory meetings, and negotiations with various organizations upon the instructions/instructions of the immediate superior and/or within the scope of the powers granted to him/her by the relevant legal act;
- d) Provides advice and recommendations to the employees of the Service to improve the quality of work and development;
- e) Participates in or personally organizes and controls the activities of the service and relevant centers, regulates and resolves professional and organizational problems that are of particular importance for the Service's effective operation;
- f) Assists the Service head in implementing the functions and duties assigned to him, and performs the duties of the Service head in the event of his absence or inability to perform his duties.

4. The Head of the Center, within the scope of his/her competence:

- a) sets the tasks of the Center, organizes and manages its activities, supervises the implementation of tasks, and controls priorities and deadlines;
- b) is responsible for the preparation of conclusions, various recommendations, and/or coordination of their preparation, based on the Center functions and competencies;
- c) approves and is responsible for the functions, procedures, reports, conclusions, and various acts performed by the Center;
- d) prepares and submits initiatives within the scope of the Center's competence;
- e) Communicates with external organizations upon the instructions of the Head of Service;
- f) Is responsible for the evaluation, encouragement, development, and motivation of employees under his/her supervision and initiation of disciplinary measures;
- g) Performs other functions related to the activities of the Center upon the instructions of the Head of Service.

5. In the absence of the Head of the Service, his/her duties will be performed by the Service Deputy Head or an authorized person determined by the order of the Rector with compensation for the appropriate difference in salary.

6. The Service staffing and ranking will be determined according to the structure and staff list approved by the University Representative Council (Senate).

7. The University Rector appoints and dismisses the employees of the Service.

8. The Service employees' rights and obligations are determined by these Regulations, job descriptions, University internal legal acts, and the current legislation of Georgia.

**Article 8. Final Provisions**

1. The Regulation will enter into force from the moment of its approval by the University Representative Council (Senate).
2. The Regulation will be deemed invalid upon approval of new regulations and/or Service liquidation.