

TECHNICAL SERVICES

- To eliminate malfunctions in the Electrical-Electronics, Mechanical, Network and Boiler Room systems within the School.
- To maintain the School building at an appropriate temperature and to operate the natural gas system when necessary.
- To identify deficiencies in survey, research, design, implementation and control processes and to report them to the administration.
- To carry out the necessary maintenance and repair of existing tools, equipment and machinery within the School.
- To prepare the School's internal and external correspondence in accordance with the "Regulation on the Procedures and Principles to be Applied in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signatory Authorities," to prepare documents for signature, and to ensure that they are delivered to the relevant parties.
- To monitor and finalize the correspondence related to the unit in the Electronic Document Management System (EBYS).
- To inform senior management of the work and procedures carried out and to provide reasoned explanations for those not carried out.
- To carry out other duties and procedures assigned by senior management.
- To adhere to the principles of promptness, confidentiality and accuracy during work.
- To endeavor to work in coordination and harmony with other units in order to enhance efficiency and performance.
- To perform any duties deemed appropriate by the Directorate in accordance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to ensure the confidentiality of information related to the Directorate.
- To perform other duties assigned by the Director, the Deputy Director and the School Secretary.